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*San Francisco Public Library Commission*
100 Larkin Street, San Francisco, CA 94102-4733
Phone 415.557.4233, Fax 415.557.4240

## NOTICE OF MEETING

A regular meeting of the San Francisco Public Library Commission will be held as follows:

DATE: Thursday, May 1, 2003
TIME: 4:00 PM
PLACE: Koret Auditorium, Main Library, lower level

Willie L. Brown, Jr.
*Mayor*

Charles A. Higueras, A.I.A.
*President*

Carol Steiman
*Vice President*

Helen Marte Bautista
Lonnie K. Chin
Steven A. Coulter
Fran A. Streets
Deborah Strobin
*Commissioners*

Susan Hildreth
*City Librarian*

Michael Housh
*Commission Secretary*

The meeting will be called to order.

1. APPROVAL OF THE MINUTES — ACTION
Presentation of, discussion of, and possible action to approve the Minutes of the regular Commission meeting of April 1, 2003.
Explanatory document: draft Minutes

2. COLLECTION DEVELOPMENT & MANAGEMENT — DISCUSSION
Presentation on and discussion of Library collection development and management by Jane Light, Director, San Jose Public Library, and Jeanne Goodrich, library consultant.

3. CHILDREN & YOUTH SERVICES REPORT — DISCUSSION
Presentation on and discussion of the Library's Teen Services Program and plans for Summer programs for children and youth.

4. STRATEGIC PLAN UPDATE — DISCUSSION
Presentation on and discussion of the ongoing strategic planning activities.

5. CITY LIBRARIAN'S REPORT by City Librarian Susan Hildreth — DISCUSSION
(This item is to allow the City Librarian to report on recent Library activities and make announcements)
The City Librarian will report on the following subjects: a budget update; a State Legislative Day report; an Urban Libraries Council grant update; a Redistribution Program report; and exhibits and programs

6. FRIENDS AND FOUNDATION REPORT — DISCUSSION
(This item is to allow the Friends and Foundation of the San Francisco Public Library to inform the Commission of their current and proposed activities.)

## SAN FRANCISCO PUBLIC LIBRARY COMMISSION - Accessible Meetings Policy

To ensure the participation of the disabled public in all Commission public meetings, the following items concerning accessibility will be available:

Sign Language interpreters or note takers will be available upon request. Please contact Services for the Deaf and Hearing Impaired at 415/557-4433 (TDD) or 415/557-4434 (Voice) at least 48 hours prior to the meeting. Late requests will be honored if possible.

A sound enhancement system will be available upon request at the meetings. Please contact Services for the Deaf and Hearing Impaired at 415/557-4433 (TDD) or 415/557-4434 (Voice) at least 48 hours prior to the meeting. late requests will be honored if possible.

A person who is deaf or hearing impaired may gain meeting information prior to the meeting by calling 415/557-4433 (TDD) or 415/557-4434 (Voice). In addition, the California Relay Service can be used by individuals with hearing and speech impairments by calling 1-800/735-2929 (TDD) or 1-800/735-2992 (Voice).

Minutes of the meetings are available in alternative formats. If you require the use of a reader during the meeting, please contact the Library for the Blind and Print Handicapped at 415/557-4253 at least 48 hours in advance of the need.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call the accessibility hotline at 415/554-8925 to discuss meeting accessibility. In order to assist San Francisco's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical-based products. Please help the City to accommodate these individuals.

Library Commission meetings will be held at the Main Library, 100 Larkin Street at Grove, Lower Level, Koret Auditorium, except when otherwise noticed. The Commission meeting room is wheelchair accessible. The closest accessible BART station is Civic Center. The accessible MUNI line serving this location is the #19 Polk. For information about Muni's accessible service, please call 415/923-6142. There is accessible parking available at 355 McAllister, Civic Center Plaza Garage. Call 415/863-1537.Accessible seating for persons with disabilities (including those using wheelchairs) will be available at meetings. The ringing of and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound producing electronic devices.

### Know Your Rights Under The Sunshine Ordinance

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review.

For more information on your rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code) or to report a violation of the ordinance, contact Donna Hall, Administrator, the Sunshine Ordinance Task Force, City Hall, Room 244 1 Dr. Carlton B. Goodlett Place, San Francisco, CA 94102-4689 or at 415/554-7724 ph. 415/554-5163 FAX and website at Donna_Hall@ci.sf.ca.us. Copies of the Sunshine Ordinance can be obtained from the Clerk of the Sunshine Task Force, the San Francisco Public Library and on the City's website at www.ci.sf.ca.us/bdsupvrs/sunshine.

### San Francisco Lobbyist Ordinance

Attention: Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance [SF Admin Code secs. 16.520 - 16.534] to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at 1390 Market Street #701, San Francisco, CA 94102, telephone (415) 554-9510, fax (415) 703-0121 and web site http://www.ci.sf.ca.us/ethics/.
Michael Housh, Commission Secretary 1/21/03

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## 7. LABOR UNION REPORT

(This item is to allow members of library labor organizations to report on employee matters within the Commission's purview as well as to suggest new agenda items for the Library Commission's consideration.)

## 8. NEW BUSINESS

(This item is to allow Commissioners to introduce new agenda items for consideration.)

## 9. PUBLIC COMMENT

(This item is to allow members of the public to comment generally on matters within the Commission's purview as well as to suggest new agenda items for the Library Commission's consideration.)

## 10. ADJOURNMENT (requires motion and public comment) ACTION

4/25/03 - M.Housh, Commission Secretary

**Explanatory documents: Copies of listed explanatory documents are available as follows: (1) from the Commission Secretary/Custodian of Records, Main Library, 6th Floor, (2) in the rear of the Koret Auditorium immediately before and during the meeting, and (3)to the extent possible, on the Library's website at http://sfpl.org/.**

**Additional materials not listed as explanatory documents on this agenda, if any, that are distributed to the Library Commissioners prior to or during the meeting in connection with any agenda item will be available to the public for inspection and copying in accordance with Government Code Section 54954.1 and Sunshine Ordinance §§ 67.9, 67.28(b)& 67.28(d).**

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*San Francisco Public Library Commission*
100 Larkin Street, San Francisco, CA 94102-4733
Phone 415.557.4233, Fax 415.557.4240

# SAN FRANCISCO PUBLIC LIBRARY COMMISSION

Draft Minutes of the regular meeting of Tuesday, April 1, 2003

The San Francisco Public Library Commission held its regular meeting on Tuesday, April 1, 2003 in the Koret Auditorium, Main Library.

President Higueras called the meeting to order at 4:06PM.

Willie L. Brown, Jr.
*Mayor*

Charles A. Higueras, A.I.A.
*President*

Carol Steiman
*Vice President*

Helen Marte Bautista
Lonnie K. Chin
Steven A. Coulter
Fran A. Streets
Deborah Strobin
*Commissioners*

Susan Hildreth
*City Librarian*

Michael Housh
*Commission Secretary*

The following members were noted present: Commissioners Bautista, Coulter, Higueras, Steiman, Streets and Strobin. Commissioner Chin's arrival was expected to be delayed.

## AGENDA ITEM #1 APPROVAL OF THE MARCH 4, 2003 MINUTES

## Public comment on AGENDA ITEM #1 APPROVAL OF THE MARCH 4, 2003 MINUTES

Anonymous member of the public noted that the copies of the minutes and attachments were in separate stapled groups suggesting that they should be together in one document. This person noted the Commission Secretary's explanation for the questionable grammar used in reporting some public comment was the result of efforts to protect even gender anonymity. This person noted that a request for clarification of a public comment by this individual related to the elimination of the Easter closure of libraries requested by President Higueras had been made. The anonymous member of the public found these Minutes generally reflective of what was said. Mr. Ed Regan noted that his comments were accurately reported. Mr. Peter Warfield voiced several objections to these minutes citing a page 3 report of Commissioner Coulter's comments and the Commission's action to place last on the list any proposed reduction in the book budget. Mr. Warfield also found lacking the absence of a report of his questions regarding any impact the elimination of the Chief of IRMO and a librarian position might have on the acquisition of books and a dearth of details of the discussion on the strategic plan.

## Commission discussion of AGENDA ITEM #1 APPROVAL OF THE MARCH 4, 2003 MINUTES

In response to a question by President Higueras, the Commission Secretary confirmed that the Minutes accurately reported the Commission's revision of the additional 5% contingency budget reduction plan priorities placing the book budget reductions last on the list.

MOTION: by Commissioner Streets, seconded by Commissioner Chin for approval of the Minutes of March 4, 2003.

ACTION: AYE 7-0 (Chin, Bautista, Coulter, Higueras, Steiman, Streets, and Strobin)

## AGENDA ITEM #2 CITY LIBRARIAN'S REPORT

City Librarian Susan Hildreth presented a report (copy attached) on anti-war demonstrations on the Larkin Street steps, impacts of the proposed 2003/04 State Budget, State Legislative Day activities, SFPL participation in the "Imagine it, explore it, create it" Conference, SFPL participation in the Urban Libraries Council Executive Leadership Institute, the City's proposed cell phone legislation, the publication of "Inscriptions", and exhibits and programs.

## Public comment on AGENDA ITEM #2 CITY LIBRARIAN'S REPORT

An anonymous member of the public expressed interest in the publication of Inscriptions, noting that they had visited the old Main Library now the new Asian Art Museum and reported that the architect had highlighted rather than destroyed the virtues of the building. This person suggested that this vindicated the position of those such as themselves who had been accused of small-mindedness for advocating the building be retained for the library. Thus person also lauded the Schmulowitz exhibit. Mr. Peter Warfield noted that there had been a revised version of the Minutes that he had not been aware of and suggested that the proposal for a $1 charge for borrowing materials by non-residents did not seem likely to raise much money. Mr. Warfield commented that California residents could apply for a number of library cards where they lived and worked and thereby avoid such charges. Mr. Warfield found the publication of the Old Main Library inscriptions nice, noting that it provided a record memorializing them, and inquired about how to obtain a copy. Mr. ed Regan found the report good and suggested that creation of a statewide library card good at all libraries including university libraries would eliminate that problem and should not cost very much. Ms. Deborah Doyle, Library BALIS representative, informed the Commissioners of the hard work librarians throughout the Bay Area had been doing to facilitate sharing of materials. She pointed out if a charge had to be imposed, it might make users more aware of the success of that effort. Ms. Doyle urged that everyone write to their legislators to prevent reductions in library funding, noting that such letters do make a difference.

## Commission discussion of AGENDA ITEM #2 CITY LIBRARIAN'S REPORT

Vice President Steiman echoed Ms. Doyle's urging that everyone work to protecting library funding and expressed appreciation of the beautiful photographs in the "Caves" exhibit in the Jewett Galley. Commissioner Coulter called attention to and commended the hanging of the City & County, California, and United States flags in the Larkin Street lobby area. President Higueras commended Deputy City Librarian Paul Underwood for his leadership on the Urban Libraries Council grant. Commissioner Bautista reminded everyone of this year's Effie Lee Morris Lecture.

## AGENDA ITEM #3 MAIN LIBRARY POE QUARTERLY REPORT

City Librarian Susan Hildreth gave a detailed overview report (copy attached) and background on recent projects and the proposed next steps in addressing Main Library improvements identified in the Post Occupancy Evaluation Report (POE) that she noted could be completed by March of 2005.

Ms. Hildreth then introduced, Kathy Lawhun, Chief of the Main Library, who provided additional details on the specific of plans for carrying out the proposed Main Library improvements beginning with repairs on the seismic joint, the Grove Street entry area, the Hyde Street door, repairs to damaged granite surfaces, resurfacing of damaged tabletops, resurfacing damaged elevator interiors, removing the lockers and replacing them with exhibit cases. Ms. Lawhun then discussed the new Main Library Signage being crafted and prepared for installation, the proposed relocation of the sorting room to the 1st Floor, and work being planned by library consultant Mike White to redesign the Borrowers' Services area in ergonomic manner and reconfigure the way it made services available benefiting both library staff and the public. She reported that preliminary sketches would be ready by the end of April, and that hopefully the design could then be finalized during the next six months.

## Public comment on AGENDA ITEM #3 MAIN LIBRARY POE QUARTERLY REPORT

An anonymous member of the public found the information presented in response to public inquiries regarding progress in addressing POE related issues helpful, but inquired regarding what was meant by expansion of 1st Floor public services, what were they and what would they look like? This person noted that if new signage was being installed now would not all these changes require that the new signs be changed again in the near future? Mr. Peter Warfield complained that as he saw it books were the core of the library and there was no mention of books in the report nor any report on what he found to be a main emphasis of the POE, creation of more space for books. Mr. Warfield requested more details of what the proposed Borrowers' Services changes might be. Mr. Ed Regan suggested improved signage to help people find materials, relocating the circulating collection to the 1st Floor, and recommending that more space be provided for non-fiction on the first floor. Mr. Regan also suggested that the drinking fountains be made the responsibility of the city's Water Department.

## Commissioner discussion of AGENDA ITEM #3 MAIN LIBRARY POE QUARTERLY REPORT

In response to a query by Vice President Steiman, Ms. Lawhun outlined expanding the first Stop area stacks and the proposed shift of popular fiction from the 3rd to the 1st Floor and the possible interfiling of video/cd/dvd materials in the new shelving arrangement. Ms Lawhun noted that some small staff work areas in what is currently Technical Services area will be retained, circulation services would be concentrated in one area, the Information Desk would be more visibly located, and more areas for open stacks for books and materials created. Ms. Lawhun noted that there were still unanswered questions regarding air circulation and the allowable weight loading in some of the proposed new public services sections of the 1st Floor. In response to a question by Commissioner Chin, Ms. Lawhun reported that the City Librarian would bring the developed concept to the Commission next fall and if approved construction would occur from the end of 2003 into 2004. Ms. Lawhun noted that there would be regular reports with opportunity to comment during the course of the project. Responding to Vice President Steiman, Ms. Lawhun indicated Deaf Services

*The number of members of the public who spoke anonymously at this meeting. 1*

location would remain unchanged. Ms. Lawhun confirmed to President Higueras that every effort would be made to minimize the project's impact on public services, reporting that Rich Walsh had been doing extensive pre-construction planning with Trico. In response to a question by President Higueras, Ms. Hildreth reported that she would provide the Commission with regular updates on the work and that the project would be closely supervised by Rich Walsh and Matt Smyth with consulting by the Bureau of Architecture. In answer to a question by Commissioner Bautista, Ms. Lawhun confirmed that new permanent desks would be created and some acoustical concerns would be addressed in Phase 1 and 2 planning. Ms. Hildreth then discussed the flexibility being built into the new signage program and noted that some of the new signage had been developed as a result of needs identified by the temporary signs applied to some building walls. Ms. Hildreth additionally pointed out that the information on ergonomically designed service desks could be adapted for use in Branch Improvement Program projects as well. In response to a question, Ms. Lawhun discussed the ongoing problems at the Hyde Street staff entrance, expressing a hope that moving the door outward might reduce some of the problems. Ms. Hildreth explained to Commissioner Coulter that the laminate chosen to repair damaged desktop was an excellent match with the original finish and had the added benefit of being easy to repair or replace by library staff.

## AGENDA ITEM #4 FUHRMAN FUND UPDATE

City Librarian Susan Hildreth clarified that this report on the Fuhrman Trust was for the current year rather than 03/04 as had been mistakenly reported on some copies of the agenda. Library Chief of IRMO, Roberto Esteves then presented an extensive and detailed overview (copy attached) of the history of the Fuhrman Bequest from its beginning in 1941. Mr. Esteves noted that Mr. Fuhrman's will divided income from his gift between the Library for use in acquisition of supplementary materials on politics and economics and the Recreation and Park Department for the adornment of Golden Gate Park. The Chief of IRMO then described the real estate and oil lease assets that generated revenues for the bequest and reported $1,803,000 as the current principle amount. Mr. Esteves then discussed in some detail the way in which the funds had been spent by the Library and reported details of unsuccessful legal challenges to the Library's uses of the fund. Mr. Esteves called attention to the significant benefits to the collection resulting from access to serial publications funded by the Fuhrman Bequest, noting it provided the margin of excellence in several important areas, such as international trade directories, investment related materials, and vital business, government, and economic databases. The Chief of IRMO reminded the Commissioners that as the Library was a federal depository library, a repository for State of California records, and served as the city's official posting site and City Archives, the assistance provided by the Fuhrman Bequest facilitated expanded collection access for the public. Mr. Esteves then outlined the process used to develop and maintain a pre-selected list of qualified materials that could be purchased with Fuhrman Bequest funds, noting that $190,000 had be spent so far and estimating that a total of $330,000 would be spend by the end of the year.

## Public comment on AGENDA ITEM #4 FUHRMAN FUND UPDATE

An anonymous member of the public commented that it was a positive sign that this item was on the agenda but that they remained unsatisfied with the report. This person challenged the appropriateness of the Library's choice of materials purchased with Fuhrman Bequest funds, questioned how economics became defined as business, and emphasized that these funds were to be used to acquire supplementary materials. This person questioned if these materials met the standards set out in Mr. Fuhrman's will. Mr. Ed Regan found the report informative and noting that politics covers a lot of ground suggested the acquisition of more materials on the 50 state governments to be made available in branch libraries and at the Main. Mr. Peter Warfield expressed appreciation for the information provided but found it incomplete, raising questions regarding the cost of materials, and finding the choices too narrowly technical to be of interest to the general reader. Mr. Warfield asked how the choices were made, who made them, and how were these choices changed over time.

## Commission discussion of AGENDA ITEM #4 FUHRMAN FUND UPDATE

Vice President Steiman noted that the purpose of the Fuhrman Bequest was to provide supplementary materials to enhance the quality and depth of collections of materials for general readers that would be acquired by the general book budget. In response to questions by President Higueras, Mr. Esteves detailed the process used to set up the general order for materials such as periodicals or those published irregularly through blanket orders which he noted were now periodically reviewed by collection librarians to evaluate how these materials met users' needs. Mr. Esteves noted that in general such lists remain fairly stable from year to year and reported approximately $800,000 was used for such standing orders. Commissioner Chin called attention to the importance of databases in providing great expansion of accessm to needed sources of information, pointing that the contemporary explosion of facts was not confined to just books. Commissioner Bautista inquired if there was any commemorative signage calling attention to Mr. Fuhrman's contributions to the Library and suggested that such recognition should be considered. In response to a question by Commissioner Streets, the City Librarian reported that while it was not clear that the Commission had set a fixed policy after discussing the status of the Fuhrman Trust in 1998, it had been the practice of the library to spend only the income, around $300,000 derived each year.

## AGENDA ITEM #5 AFFINITY CENTERS UPDATE REPORT

Ms. Kathy Lawhun, Chief of the Main Library, introduced Ms. Estella Manila of the Filipino American Center and Ms. Andrea Grimes of the Marjorie G. and Carl W. Stern Book Arts & Special Collections Center for update presentations on recent activities in their departments.

Ms. Grimes reported the history of the Stern Book Arts & Special Collections Center since it was organized in 1964 to centralize all of the Library's diverse special collections. Ms. Grimes called particular attention to the Schmulowitz Wit & Humor Collection, the Robert Grabhorn History of Printing and the Development of the Book Collection, and the Richard Harrison Collection of Calligraphy and Lettering as among the crown jewels of a very rich group of library collections.

Ms. Grimes then discussed the reference work, collection development, collection maintenance and cataloging, teaching classes, and many outreach activities through exhibits and associated programming done by the Center's three person staff, Asa Peavy, Susie Taylor, and Ms. Grimes. Ms. Grimes then presented an overview of recent exhibits and associated programs and called particular attention to "A Wild Exactitude" the New Yorker Magazine 1925-1950, magazine cover art from the Schmulowitz Collection open in April and May 2003 with a reception on April 12 in the Skylight Gallery. The Book Arts & Special Collections Librarian then discussed the publication of Inscriptions, by the Library in conjunction with the Book Club of California that highlights the historic Edward Robeson Taylor inscriptions in San Francisco's Old Main Library. Ms. Grimes then reported on other upcoming exhibits and programs including "Money to Burn" opening April 19th, "Form follows Content" on April 23rd, and "Calligraphia", the only such national calligraphic event now in its 30th year on June 1st. Ms. Grimes called the Commissioners' attention to the eight exhibits, the very popular book appraisal clinic, and the publication of not only "Inscriptions" but also a book highlighting the scholarly work on the Zaph's, internationally renowned German graphic designers exhibited at the Library "Zaphfest" last year. Ms. Grimes noted that the *San Francisco Bay Guardian* had honored the little magazine collections as a "Best of the Bay", and called attention to the many class visits to the Department during the past year as well as an ongoing calligraphy study group, improvements to the homepage, and gifts received.

Ms. Estella Manila, the Filipino American Center Librarian, then presented a report of activities at the affinity center located on the Main Library's 3rd floor international Center since its opening in 1966. Ms. Manila noted the Filipino American Center was the only one of its kind in the country tracing the 400 year history of the Filipino American Community and highlighted the wide variety of programs and exhibits that the center had held during recent years. Ms. Manila called attention to a bi-lingual English and Filipino book club which the Center had created to foster continued reading of Filipino literature in the original languages continuing the Center's efforts to serve as a bridge between the Filipino American Community and the Philippines. Ms. Manila reported on the Center's very successful six year history of two day independent film/video festivals that facilitated bringing Filipino and Filipino American filmmakers' visions to a wider audience and called attention to the League of Filipino Students "Images of the Philippines" exhibit. The Filipino American Center Librarian then discussed in some detail planned programs for the coming months. The Filipino American Center's Librarian then reported on the May book launch of a history of Maniliatown reflecting the story of the I-Hotel and events in June honoring Philippine hero Dr. José Rizal as well as a Filipino National History Month exhibit. Ms. Manila noted that the very popular "Through My Father's Eyes" exhibit of pioneer Filipino American photographs was now part of the Smithsonian's traveling exhibition series had begun here. Ms. Manila next discussed her extensive outreach activities to Bay Area school, high school, college, and University students as well as visits to the Filipino Veterans Center. Ms. Manila concluded her report noting that the center had recently been featured on a local Filipino TV program that was being distributed nationally and that this year the Center had received funding to purchase additional Filipino video/cd/dvd materials.

## Public comment on AGENDA ITEM #5 AFFINITY CENTERS UPDATE REPORT

An anonymous member of the public noted that they were gratified to hear these reports, but noted that Book Arts & Special Collections, a library department not an affinity center, was the jewel of the library, focused on books and rooted in the community. This person additionally noted that it had been a matter of pride that the center was open the same hours as the library and expressed a hope that the Center would get back full open hours. This person recalled that Richard Harrison, donor of the calligraphic Collection, was a person of limited means who build this magnificent collection with personal relationships. Mr. Peter Warfield commented he liked to see more reports about Library collections and called attention to the library's historic photograph collection that was located near the Book Arts & Special Collections Center. Mr. Warfield was particularly pleased with the discussion of the Old Main Library inscriptions and noted that the old card catalog was also accessible through the Center. Mr. Warfield suggested that there be more publicity when people entered the Main Library that would call attention to the tucked away Center. Mr. Warfield expressed hope that more Center materials would be cataloged and inquired if non-English language videos were also being cataloged.

## Commission action on AGENDA ITEM #5 AFFINITY CENTERS UPDATE REPORT

In response to a question by Vice President Steiman, Ms. Grimes reported that many non-fragile items in the collections were digitized and accessible on the website. Ms. Manila informed Vice President Steiman that the Filipino Center's films and videos were often subtitled. Commissioner Coulter lauded the dedicated work of the centers and recalled the original conception of these institutionalized links to the Community were modeled on the New York Public Library's famed Schaumburg and Performing Arts Centers. Commissioner Coulter noted that the Friends & Foundation had helped build the affinity centers and that now the task was to see what more could be done to expand all of the centers, formalize ongoing outreach to each community, and harness each community's passion and financial support to make all of the centers programs and facilities outstanding. Commissioner Chin noted the richness of the collections and their wide ranging activities and commended Ms. Manila and Ms. Grimes. Commissioner Chin called attention to the importance of Calligraphy as an art form in Chinese Culture and expressed hope that with the opening of the New Asian Art Museum in the old Main Library collaborative efforts could be undertaken. Ms. Grimes reported that a shared exhibition was planned for later in the year and urged the Commissioner to consider taking one of the Center's calligraphy classes. In response to a question by President Higueras, the City Librarian noted that banner advertising for library programs had been used but on a limited basis as it was costly. In response to a question by Commissioner Bautista, Ms. Manila discussed efforts to connect with the original donors of the Filipino American Center and discussed how she was doing extensive outreach to bring in and involve the community in the center's activities and programs. Ms. Manila noted that in its early years there were only a limited number of books in the Center and that now it was full.

## AGENDA ITEM #6 FRIENDS & FOUNDATION REPORT

Friends & Foundation President Deborah Doyle reminded the Commissioners of the Annual Library Laureates Dinner on April 4th, this year with special honors for the 3 M's Marjorie Stern, Mary Louise Stong, and Margaret "Mig" Mayer for their decades of leadership on behalf of San Francisco's public libraries. Ms. Doyle also reminded the Commissioners of a Friends & Foundation reception honoring Board of Supervisors President Matt Gonzalez and newly elected Supervisors Fiona Ma and Bevan Dufty to be held on April 9th from in the Main Library's Skylight Gallery. Ms. Doyle then reported that $15,000 in matching funds had been raised for an endowment honoring the life and work in the African American Community of the late Dr. Arthur Coleman. Ms. Doyle announced that the Bernard Osher Foundation had awarded a significant grant of $50,000 for each branch library to the Friends & Foundation as part of its support for the Branch Improvement Program. Ms. Doyle concluded her report by calling attention to $530,000 in grants that the Friends & Foundation had made in support of the Library.

## Public comment on AGENDA ITEM #6 FRIENDS & FOUNDATION REPORT

None offered.

## Commission discussion of AGENDA ITEM #8 FRIENDS & FOUNDATION REPORT

Commissioner Bautista lauded the Friends & Foundation for their support for Library programs.

## AGENDA ITEM #7 WAS NOT USED

## AGENDA ITEM # 8 LABOR UNION REPORT

Andrea Grimes, Librarian's Guild, informed the Commission that there was no report this month.

## AGENDA ITEM #9 NEW BUSINESS

Commissioner Bautista proposed discussion of appropriate signage to recognize Mr. Fuhrman's support for the Library. Commissioner Coulter requested calendaring discussion of ways to increase affinity center activities and heighten their profile in the community. President Higueras commented that this discussion would benefit from receiving information about models, such as the Denver Public Library's new African American center as well as what other libraries were doing to engage their communities. Commissioner Chin requested a report on proposed Summer activities for children and youth in light of the drastic reductions in Summer School resulting from the school district's budget problems.

## Public comment on AGENDA ITEM #9 NEW BUSINESS

Mr. Peter Warfield suggested that there be a discussion of ways to improve signage in the entry areas of the Main Library to call attention to and direct users to the special collections and exhibitions. Mr. Warfield inquired as to how the public was being informed of what was available at the library.

## AGENDA ITEM #10 PUBLIC COMMENT

An anonymous member of the public commented on the importance of soliciting discussion of underlying issues revealed by consideration of the Fuhrman Bequest. This person identified Mr. Fuhrman as a legendary labor leader who presented his gift to the library to facilitate his belief in its importance in educating working people about the ways society worked. This person suggested that that purpose had been institutionalized into providing support for business, that the Commissioners as trustees had allowed this change of intent, and that those who opposed this could have been brought in and involved in a serious discussion. Ms. Andrea Grimes rose to note that the success of the Book Arts & Special Collections Center rested on more than the work of one person and added acknowledgement for support provided for "A Wild Exactitude" by Library Public Affairs Chief Marcia Schneider, Suellen Bilow, and Almer Castillo; in Exhibitions & Programming, Joan Jasper, Everett Erlandson, Barbara MacMahan, Robin Uyeno, Norm Carlota, Ann Carroll; in Magazines and Newspapers, Shirley McLaughlin; in the Books Arts Center, Susie Taylor, John Erby, Chris Sheekey, Elise Wong, and Katherine Henry, as well as the assistance and support provided by the Friends & Foundation.

## AGENDA ITEM #11 ADJOURNMENT

MOTION: by Commissioner Bautista, seconded by Commissioner Strobin that the meeting be adjourned at the recommendation of the President Higueras in honor the late Library Commission President, Commissioner, and benefactor Nate Schmulowitz on the anniversary of his magnificent gift to the Library.

ACTION: AYE 7-0 (Chin, Bautista, Coulter, Higueras, Steiman, Streets, and Strobin)

The meeting was adjourned at 6:55PM

Michael Housh, Commission Secretary 4/9/03

Please note: These are draft Minutes subject to change by the Library Commission. Copies of Commission Minutes and handouts are available in the Office of the Commission Secretary, 100 Larkin Street, San Francisco, CA 94102

Copies of Public Comment Summary Statements as authorized by San Francisco Administrative Code Section 67.16 can be found in Appendix A. These summary statements are provided by the speaker and their contents are neither generated by, nor subject to approval or verification of accuracy by, the San Francisco Public Library Commission.

# Appendix A

Library Commission meeting of April 1, 2003

The Public Comment Summary Statements included in these Minutes are authorized by San Francisco Administrative Code Section 67.16..

These summary statements are provided by the speaker. Their contents are neither generated by, nor subject to approval or verification of accuracy by, the San Francisco Public Library Commission.

*The number of members of the public who spoke anonymously at this meeting. 1*

# Appendix A

Library Commission meeting of April 1, 2003

The Public Comment Summary Statements included in these Minutes are authorized by San Francisco Administrative Code Section 67.16..

These summary statements are provided by the speaker. Their contents are neither generated by, nor subject to approval or verification of accuracy by, the San Francisco Public Library Commission.

*The number of members of the public who spoke anonymously at this meeting. 1*

## Public Comment of An Anonymous Citizen

San Francisco Public Library Commission Meeting, April 1, 2003

Item 1:
Approval of the Minutes: March 4, 2003

**"I wish that the citizen summaries were not stapled and distributed separately. The requirement is that they be included.**

**Based on our discussion at the previous meeting, I find that I owe the secretary an apology. It never occurred to me that the tortured lack of grammar in the minutes was an attempt to keep the gender of the anonymous citizen private. The convention is that identity and gender are not the same thing and even if they are it is common that the masculine includes the feminine. There are plenty of people who don't agree with that and I suppose the policy has t**

**The change called for under approval of the minutes was in fact made.**

**The description of the comments of the anonymous citizen under general public comment regarding the difficulties of public accountability is substantially what was said."**

# Appendix A

Library Commission meeting of April 1, 2003

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## Public Comment of An Anonymous Citizen

San Francisco Public Library Commission Meeting, April 1, 2003

Item 2:
City Librarian's Report

**"I assume that the City Librarian will be adding a litigation report any time now.**

**I was interested in the reports on the book "Inscriptions" and the opening of the Asian Art Museum. The accomplishment of the architect is that she did not destroy the building. It gives a very dramatic frame for the virtues of the building that were already there. This book also highlights the features that were a cherished part of that building.**

**This belies all of the accusations of small-mindedness that were directed at people, including myself, who attempted to save that building as a library. I think everyone understands now that was not a mean-spirited or ignoble effort.**

**The Schmulowitz exhibit is quite wonderful as well."**

# Appendix A

Library Commission meeting of April 1, 2003

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## Public Comment of An Anonymous Citizen

San Francisco Public Library Commission Meeting, April 1, 2003

Item 3:
Main Library POE 1st Quarter 2003 Update

**"For the most part I find this informative and helpful. It is a response to some questions that were raised a few meetings ago regarding the Commission being informed about the full extent of the POE. For the most part this addresses those concerns.**

**The two items that need further clarification are:**

**What do we mean by the final result of the projects? What do we mean by expansion of the first floor area? Are we intending to put services there that are now located on other floors? Do we have an specific plans for the uses of that area?**

**And relative to the signs, Are we putting in signs now that are going to be rendered moot by our own continuing projects? In most situations we plan remodeling and then come along with signage after.**

**Are we going to have projects for which new signs will have to be done?"**

# Appendix A

Library Commission meeting of April 1, 2003

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## Public Comment of An Anonymous Citizen

San Francisco Public Library Commission Meeting, April 1, 2003

Item 4:
Fuhrman Fund Update

**"You will probably observe that I am still not happy, but this should be regarding as a positive step in a long process.**

**I was not one of the interveners referred to.**

**I was only informed of this item when I got the agenda on Saturday and Monday was a holiday. As a result my ability to prepare background material was limited.**

**The memorandum before us refers to business-related materials. The actual terms of the trust are expenditures for additional materials on political and economic subjects.**

**To what extent have we been shown that these are additional material?**

**To what extent are the expenditures following the intention of being 'political and economic'? The most inflammatory examples are an index of Jane's Infantry Armaments and a forms book of Judicial Council Forms. We should ask the city attorney in what sense this is political or economic."**

# Appendix A

Library Commission meeting of April 1, 2003

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**Public Comment of An Anonymous Citizen**

San Francisco Public Library Commission Meeting, April 1, 2003

Item 5:
Affinity Centers Update Report

**"The report comes under a bit of a misnomer. The Special Collections Department is not an affinity center, but rather a department of this library. Almost everyone agrees that it is one of the jewels of this library. The reasons are many, the most significant of which is that it is focused on books.**

**Second, it has a powerful connection to our heritage, and for that reason it was considered a matter of pride that it was open when the rest of the building was open and it was not closed separate from the rest of the building. We should be working toward getting back to full hours for that department.**

**Richard Harrison did not build his remarkable collection by throwing money at it. He was a working man who built that collection through building personal relationships with the artists and calligraphers themselves."**

# Appendix A

Library Commission meeting of April 1, 2003

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## Public Comment of An Anonymous Citizen

San Francisco Public Library Commission Meeting, April 1, 2003

Item 10:
Public Comment

**"Commissioner Coulter states that it is important not only to solicit people's money but to solicit their minds and passions. Indeed.**

**Mr. Fuhrman was a legendary labor leader. The reason that he gave money to the library for political and economic subjects was because he wanted working people to be educated in the ways in which the interrelationship of our economic and political systems subverted the rights of working people.**

**Those concerned about his legacy have always considered your reference to 'business related' as open provocation. I am very chagrined now to find that institutionalized in memoranda drafted by the staff.**

**How do the trustees of the Fuhrman Fund regard this skewing of Mr. Fuhrman's gift. I hope you are satisfied with the look in the mirror because under the terms of the Fuhrman bequest you are the trustees.**

**Have you allowed people to make a commitment that includes their minds and their passions?"**

# Appendix A

Library Commission meeting of April 1, 2003

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**Public Comment of An Anonymous Citizen**
San Francisco Public Library Commission Meeting, April 1, 2003

Item 11:
Adjournment

**"I will not try your patience for too long. I don't think it was mentioned by anyone that Mr. Schmulowitz, in addition to his many other accomplishments, sat in your chair for several decades. He was a library commissioner and president of the Library Commission and that was not the least of his contributions to this institution."**

# EXPLANATORY DOCUMENTS
# APRIL 1, 2003 LIBRARY COMMISSION MEETING

CITY LIBRARIAN'S REPORT NOTES

MAIN LIBRARY POE UPDATE REPORT 3/31/03

FUHRMAN FUND PRESENTATION

FUHRMAN FUND MEMO 3/26/03

City Librarian's Report – 4/1/03

Daily demonstrations against the war are being held at the Larkin St. entrance from 12 – 1pm. Participants are library staff and members of the public.

Proposed State budget for 2003/04 reduces Public Library Fund from $32 million to $15 million, a $400,000 loss for San Francisco. Also proposed for elimination is $12 million for resource sharing that supports "seamless" use of public libraries with no use charges no matter where you live – this service could be eliminated with jurisdictions charging for non-resident users.

Legislative Day in Sacramento is April 30th to discuss important issues with local legislators.

A staff team comprised of Kathy Lawhun, Chief of Main, Donna Corbeil, Chief of Branches and Karen Strauss, 4th Floor Main Manager, will participate in Imagine It, Explore It, Create It conference sponsored by the California State Library at the Cerritos Library in May. Susan Hildreth will also participate as a member of the advisory committee for the project.

Paul Underwood, Deputy City Librarian and Shellie Cocking, Non-print Selector, Office of Children and Youth Services, will participate in the Urban Libraries Council Executive Leadership Institute and will attend the first leadership retreat during the week of April 4th , 2003, at the National Conference Center in Virginia.

The cell phone legislation being considered by the Board of Supervisors would regulate cell phone use in performance venues like the Koret Auditorium, not in the general library areas.

San Francisco Public Library, with support from the Friends & Foundation of the SFPL, and the Book Club of California, have published Inscriptions, focusing on the history of the engraved inscriptions at the Old Main Library. Available through the San Francisco History Center.

Programs that were highlighted include the 22nd Annual Bay Area Book Reviewer Awards on April 3rd, "Put It in Writing @ Your Library" on April 8th, "Money to Burn: The Chinese Use of Ritual Papers" on April 9th, "Grotto VI: Voyages" on April 15th, and the Effie Lee Morris Lecture featuring the San Souci Brothers on April 27th.
Exhibits that were highlighted include "A Wild Exactitude: The New Yorker, 1925-1950" and " The Hidden World of Caves: Caves of the Guadalupe Mountains".

*San Francisco Public Library*
100 Larkin Street, San Francisco, CA 94102

Memorandum

To: Library Commission

From: Susan Hildreth, City Librarian
Kathy Lawhun, Chief of Main

Re: Main Library Post Occupancy Evaluation (POE) Update Report

Date: March 31, 2003

This report includes a summary and projected schedule of all Post Occupancy Evaluation (POE) projects that are being planned at this time as well as information on Phase I and Phase II improvements and signage revisions.

**POE Summary**

| Project | Status | Funding |
|---|---|---|
| Phase I Improvements | Bidding difficulties delayed project. Work beginning now to be completed by 8/03. | $1,408,983 appropriated in 2000/01 for projects. $132,952 reallocated from 2nd floor bridge project on 12/19/02. Project total is $1,541,575. |
| Signage Revisions | Fabrication bid scheduled for release in 5/03, with project completion planned for 12/03. | $50,000 appropriated for consultant services in 2000/01. $350,000 appropriated for fabrication in 2001/02. $100,000 reallocated from 2nd floor bridge project on 2/4/03. Project total is $500,000. |
| Technical Services Relocation to Support Services Center, 190 9th St. | Design/bidding to be completed by 9/03 with construction completed by 1/04 and relocation by 3/04. | $8.6 million in Branch Improvement Program for acquisition. $577,408 reallocated from 2nd floor bridge project on 3/20/03. $148,652 recommended from proposed 03-04 operating budget. Project total is $726,060. |

| | | |
|---|---|---|
| Borrower's Services Reconfiguration (Phase II) | Design development in process to be completed by 7/03. Construction drawings and bidding planned by March '04 and construction from March – July '04. | $1,822,500 appropriated in 2001/02 for this project. Anticipated that project will be completed within current budget. |
| 1st Floor Public Area Expansion (Phase III) | This project is dependent on completion of Borrower's Services reconfiguration, since staff will use this area as workspace during Borrower's Services construction. Detailed planning to begin in 9/03 with anticipated completion in 3/05. | $1,890,000 estimated in POE for project. Revised cost estimate to be completed by 12/03. Library Improvement Fund has $1.3 million balance to be used for this project. |
| Second Floor Bridge | Construction of bridge not being planned at this time. Improved signage should mitigate need for project. | $810,000 appropriated in 2001/02 for project has been reallocated to other projects. |

**POE Phase I Improvements**:
Trico Construction's contract should be officially approved by the end of this week. Three pre-construction meetings have been held with Trico, SFPL & BOA Project management teams. A preliminary schedule has been submitted that is currently being refined.
Here are some of the activities that will take place in the next two months:

- Submittals (of material to be used)
  Grove Street glass, bench, kick plates
  Hyde Street coiling door, granite
  Lower Level elevator oil cooler, fire door motor, sliding window, loading dock
  Sheet metal, waterproofing for perimeter
  Carrel tops
- Procurement
  Bench, coiling door, oil cooler, lift
- Construction
  Free standing bench
  Fire doors
  Carrel tops
  Metal lockers
  Sheet metal & waterproofing around perimeter
  Elevators

The entire project is scheduled to be completed by the end of July.

**POE Signage Improvements**:

The 90% construction documents and the sign schedule have been received from the sign consultant, Kate Keating & Co., and are currently being modified. The 100% construction documents & updated sign schedule are to be submitted by April 24. BOA will be preparing the bid package to be advertised in early May. The contractor selected should be certified to begin work in early July. There will be a one-month submittal process, 10-12 weeks for fabrication and 2 months for installation bringing the project to an end by late December 2003.

**POE Phase II -1st Floor/Borrower Services Improvement:**

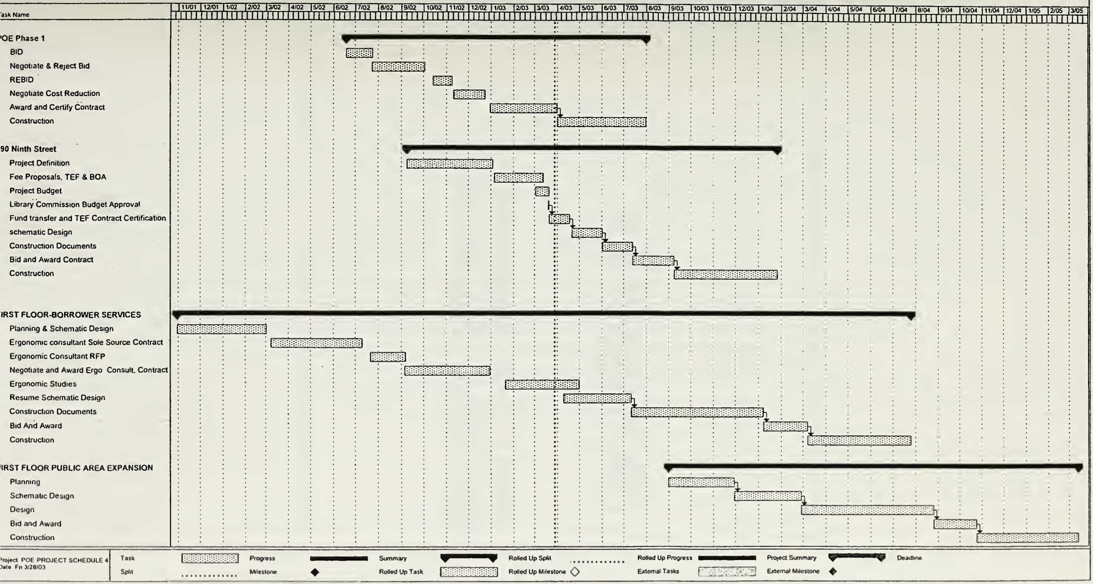
In late January 2003, the ergonomist/workflow consultant Mike White, began his evaluation of all 1st floor and Sorting Room services. He has done many hours of observation at all service points to study daily volumes, usage patterns, customer service issues, typical transaction movements or process steps. He has also drawn a preliminary sketch of the new sorting area and the remodeled circulation counter for the 1st Floor Taskforce to consider on April 10th along with his completed report. He continues to work on a new configuration of the staff work area. All this information will allow BOA to start the actual design work. Finalization of all plans are dependent on Mr. White's recommendation and staff's detailed review of his concepts.

Attachment

# SAN FRANCISCO MAIN LIBRARY POE PROJECTS

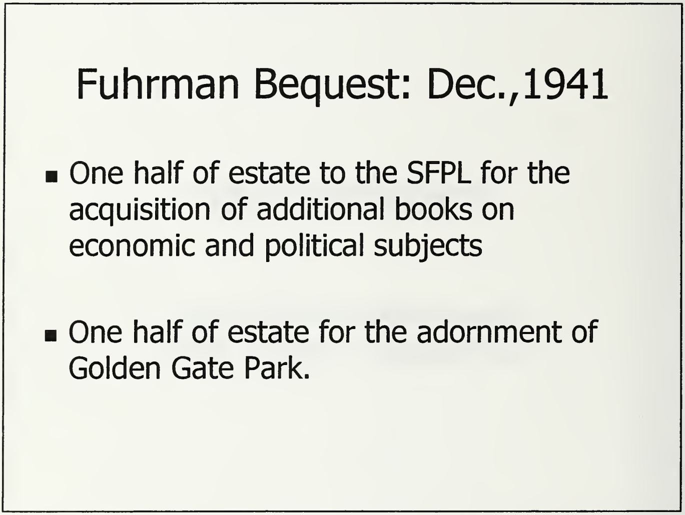
## SCHEDULE

Revised - April 1, 2003



# FUHRMAN FUND

Presentation to SF Library
Commission: April 1, 2003



## Fuhrman Bequest: Dec.,1941

- One half of estate to the SFPL for the acquisition of additional books on economic and political subjects

- One half of estate for the adornment of Golden Gate Park.

# Current Assets: Land

- 40 Acres in Fresno Co. SW of Coalinga (grazing land)
- 160 acres in Kern Co., 50 mi. NW Bakersfield (grazing land)
- 440 acres in Kern Co., 15 mi. N of Bakersfield (grazing land)
- 40 acres in Kern Co. 40 W of Bakersfield (grazing)
- 800 acres 10 mi. NE of Bakersfield (Oil lease)

# Value

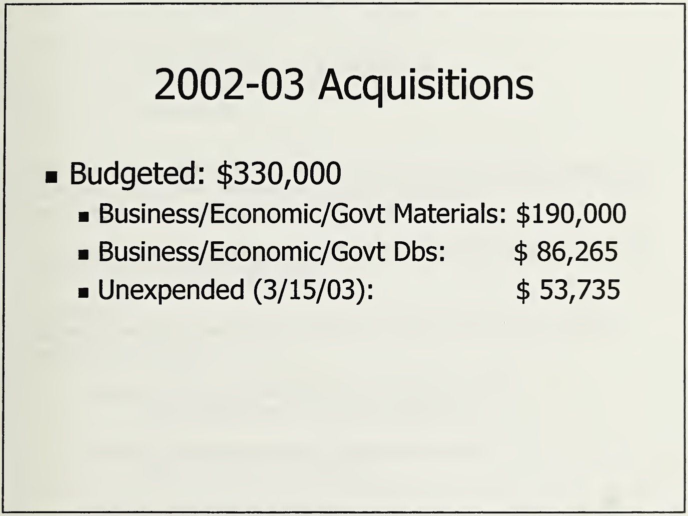
- Grazing land:
  - 680 acres
  - $1,000 per acre
- Oil lease:
  - extended 1994 to 2020
  - Royalty: increased from 12.5% to 15.5%
  - One-time bonus: $120,000
- Fund Principle: $1,803,000
  - Basis for 2002-03 interest

# Acquisitions

- 1963: Definition of "book" based upon Webster's New International Dictionary
- 1993: Probate Court expands definition "for the acquisition of additional books, and materials in other formats, which expand or enhance public access to information on economic and political subjects"

# Fuhrman Litigation

- 1993: members of public protest expanded definition (Probate Court denied public intervention)
- 1994: Intervenors appeals the Probate Courts decision to Court of Appeals (Probate Court decision upheld)



## 2002-03 Acquisitions

- Budgeted: $330,000
  - Business/Economic/Govt Materials: $190,000
  - Business/Economic/Govt Dbs: $ 86,265
  - Unexpended (3/15/03): $ 53,735

*San Francisco Public Library*
100 Larkin Street, San Francisco, CA 94102

March 26, 2003

TO: SFPL Library Commissioners

FROM: Roberto Esteves
Chief: Information Resource Management

RE: Fuhrman Fund

To prepare you for my presentation on the status of the purchase of library materials from the Fuhrman Fund, I have enclosed the following list of business services and databases that qualify for expenditure under the Fuhrman bequest.

I will detail the process the Library undertakes in allocating the funds and encumbering expenditures against the Fuhrman Fund.

To summarize:
**In 2002-03 the Library authorized $330,000** of Fuhrman funds to be expended on business-related materials.

**$190,000 has been expended on business services to date.**
A list of 489 titles in this category are attached.

**$ 86,265 has been expended upon business databases:**
A list of databases are attached

**$ 53,735 remains to be expended**

```
[illegible]

27. Assembly [illegible] analysis [microform] / [prepared by the Assembly Office of
    Research].

28. Bacon's magazine directory.

29. Bacon's newspaper directory.
    PDATE     INV DATE & NO.          AMOUNT VOUCHER NOTE
    01-17-03 10-25-02 0365365      $781.20    6040 002 copies 1/2003
    TOTAL 07-01-2002 to 06-30-2003    $781.20   ($390.60/copy)

30. Bacon's radio directory.
    PDATE     INV DATE & NO.          AMOUNT VOUCHER NOTE
    01-17-03 10-25-02 0365365      $390.60    6040 11/2002
    TOTAL 07-01-2002 to 06-30-2003    $390.60   ($390.60/copy)

31. Bacon's TV/cable directory.

32. Balance of payments statistics. Yearbook / International Monetary Fund.
    PDATE     INV DATE & NO.          AMOUNT VOUCHER NOTE
    01-17-03 10-25-02 0365365      $106.33    6040 12/1/2001
    TOTAL 07-01-2002 to 06-30-2003    $106.33   ($106.33/copy)

33. The Bank credit analyst. Investment and business forecast.

34. The Bank credit analyst. U.S. investments monthly.
    PDATE     INV DATE & NO.          AMOUNT VOUCHER NOTE
    09-25-02 09-06-02 0362672   $1,024.02    5688 exp 11/01/03
    TOTAL 07-01-2002 to 06-30-2003  $1,024.02   ($1,024.02/copy)

35. Basic petroleum data book.
    PDATE     INV DATE & NO.          AMOUNT VOUCHER NOTE
    09-25-02 09-06-02 0362672      $779.58    5688 exp. 01/01/2004
    TOTAL 07-01-2002 to 06-30-2003    $779.58   ($779.58/copy)

36. Bay Area local court rules.
    PDATE     INV DATE & NO.          AMOUNT VOUCHER NOTE
    09-16-02 08-20-02 802564855     $33.08    5678 2002 rev. pam
    TOTAL 07-01-2002 to 05-30-2003     $33.08   ($33.08/copy)

37. Bert Dohmen's wellington letter.

38. Best's aggregates and averages. Property casualty.
    PDATE     INV DATE & NO.          AMOUNT VOUCHER NOTE
    08-27-02 08-16-02 1119722      $293.95    5591 2002
    TOTAL 07-01-2002 to 06-30-2003    $293.95   ($293.95/copy)

39. Best's aggregates & averages. Life-health.
    PDATE     INV DATE & NO.          AMOUNT VOUCHER NOTE
    10-08-02 09-16-02 1742250      $293.95    5701 2002
    TOTAL 07-01-2002 to 06-30-2003    $293.95   ($293.95/copy)
```

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40. Best's aggregates & averages. Property-casualty.
   PDATE     INV DATE & NO.           AMOUNT VOUCHER NOTE
   08-27-02 08-16-02 17197[illegible]     $[illegible]     [illegible] 2002
   TOTAL 07-01-2002 to 06-30-2003     $293.95   ($293.95/copy)

41. Best's insurance reports. Life-health United States.

42. Best's insurance reports. Property-casualty United States.
   PDATE     INV DATE & NO.           AMOUNT VOUCHER NOTE
   10-07-02 08-30-02 1722605   $1,276.95    5700 2002
   TOTAL 07-01-2002 to 06-30-2003  $1,276.95   ($1,276.95/copy)

43. Best's key rating guide. Property-casualty.

44. Best's policy reports.

45. Better buys for business.

46. The ... Beverage marketing directory.
   PDATE     INV DATE & NO.           AMOUNT VOUCHER NOTE
   01-17-03 10-25-02 0365365   $1,101.28    6040 10/12002
   TOTAL 07-01-2002 to 06-30-2003  $1,101.28   ($1,101.28/copy)

47. The Biotechnology directory.

48. The Bond buyer's municipal marketplace.

49. The Book of the States.
   PDATE     INV DATE & NO.           AMOUNT VOUCHER NOTE
   08-23-02 07-29-02 U458489      $107.91    5574 2002
   TOTAL 07-01-2002 to 06-30-2003     $107.91   ($107.91/copy)

50. Brands and their companies

51. Brazil company handbook.
   PDATE     INV DATE & NO.           AMOUNT VOUCHER NOTE
   11-26-02 10-24-02 4250636       $85.76    5887 2002/2003 16th ed.
   TOTAL 07-01-2002 to 06-30-2003      $85.76   ($85.76/copy)

52. Building cost index numbers.
   PDATE     INV DATE & NO.           AMOUNT VOUCHER NOTE
   09-25-02 09-06-02 0362672      $149.23    5688 exp 01/01/2004
   12-18-02 12-13-02 S-62149       $10.71    5993 Rate adj. for inv.
   #0362672
   TOTAL 07-01-2002 to 06-30-2003     $159.94   ($79.97/copy)
```

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53. Building [illegible]
    PDATE     INV DATE & NO.           AMOUNT VOUCHER NOTE
    [illegible]                        [illegible]
    12-18-02 12-13-02 [illegible]      $10.71    5935 Rate Adj. for inv. 036[illegible]
    TOTAL 07-01-2002 to 06-30-2003     $159.94   ($79.97/copy)

54. Business rankings annual.
    PDATE     INV DATE & NO.           AMOUNT VOUCHER NOTE
    12-04-02 10-21-02 U642791         $347.47    5981 2003
    12-04-02 10-21-02 U642791          $55.15    5981 Cumulative index 1989-2003
    TOTAL 07-01-2002 to 06-30-2003     $402.62   ($201.31/copy)

55. California agricultural directory.
    PDATE     INV DATE & NO.           AMOUNT VOUCHER NOTE
    08-09-02 07-10-02 U420334          $33.65    5544 2002/2003
    TOTAL 07-01-2002 to 06-30-2003     $33.65   ($33.65/copy)

56. California building code. [San Francisco ed.].

57. California civil code.
    PDATE     INV DATE & NO.           AMOUNT VOUCHER NOTE
    01-10-03 12-20-02 803398232        $24.41    6029 2003 pam
    TOTAL 07-01-2002 to 06-30-2003     $24.41   ($24.41/copy)

58. California code of civil procedure.
    PDATE     INV DATE & NO.           AMOUNT VOUCHER NOTE
    01-10-03 12-20-02 803398232        $25.17    6029 2003 pam
    TOTAL 07-01-2002 to 06-30-2003     $25.17   ($25.17/copy)

59. California commercial code annotated.
    PDATE     INV DATE & NO.           AMOUNT VOUCHER NOTE
    01-10-03 12-20-02 803398232        $24.96    6029 2003 pam
    TOTAL 07-01-2002 to 06-30-2003     $24.96   ($24.96/copy)

60. California corporations code.
    PDATE     INV DATE & NO.           AMOUNT VOUCHER NOTE
    01-10-03 12-20-02 803398232        $31.47    6029 2003 pam
    TOTAL 07-01-2002 to 06-30-2003     $31.47   ($31.47/copy)

61. California evidence code.
    PDATE     INV DATE & NO.           AMOUNT VOUCHER NOTE
    01-10-03 12-20-02 803398232        $15.19    6029 2003 pam
    TOTAL 07-01-2002 to 06-30-2003     $15.19   ($15.19/copy)

62. California government and politics annual.
    PDATE     INV DATE & NO.           AMOUNT VOUCHER NOTE
    11-26-02 09-26-02 4242882          $31.79    5892 002 copies 2002/2003 33rd
    ed.
    TOTAL 07-01-2002 to 06-30-2003     $31.79   ($15.89/copy)

63. California international trade register.
```

```
64. California manufacturers register.

65. California penal code.
   PDATE     INV DATE & NO.          AMOUNT VOUCHER NOTE
   01-10-03 12-20-02 803398232     $18.99    6029 2003 pam
   TOTAL 07-01-2002 to 06-30-2003      $18.99   ($18.99/copy)

66. California plumbing code. [San Francisco ed.].

67. California probate code.
   PDATE     INV DATE & NO.          AMOUNT VOUCHER NOTE
   01-10-03 12-20-02 803398232     $25.82    6029 2003 pam
   TOTAL 07-01-2002 to 06-30-2003      $25.82   ($25.82/copy)

68. The California real estate primer.

69. California rules of court. Federal.
   PDATE     INV DATE & NO.          AMOUNT VOUCHER NOTE
   08-23-02 08-19-02 802342063     $14.10    5587 2002 revised pamphlets
   TOTAL 07-01-2002 to 06-30-2003      $14.10   ($14.10/copy)

70. California rules of court. State.
   PDATE     INV DATE & NO.          AMOUNT VOUCHER NOTE
   08-23-02 08-19-02 802342063     $21.16    5587 2002 rev pamphlet
   TOTAL 07-01-2002 to 06-30-2003      $21.16   ($21.16/copy)

71. California technology stock letter.
   PDATE     INV DATE & NO.          AMOUNT VOUCHER NOTE
   09-25-02 09-06-02 0362672      $416.81    5688 exp 01/01/2004
   TOTAL 07-01-2002 to 06-30-2003     $416.81   ($416.81/copy)

72. The Candy buyers' directory.

73. Capital changes reports for federal income tax purposes.
   PDATE     INV DATE & NO.          AMOUNT VOUCHER NOTE
   10-17-02 12-01-02 6604031   $1,455.00    5755 exp 12/2003
   TOTAL 07-01-2002 to 06-30-2003  $1,455.00   ($1,455.00/copy)

74. Carroll's municipal directory.
   PDATE     INV DATE & NO.          AMOUNT VOUCHER NOTE
   01-17-03 10-25-02 0365365      $363.48    6040 1/1/2003
   TOTAL 07-01-2002 to 06-30-2003     $363.48   ($363.48/copy)

75. CDA/Spectrum. Investment company portfolios..

76. Chartcraft weekly service by electronic computer.
   PDATE     INV DATE & NO.          AMOUNT VOUCHER NOTE
   08-19-02 08-19-02 08192002     $634.00    5564 exp 08/2002
   TOTAL 07-01-2002 to 06-30-2003     $634.00   ($634.00/copy)
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77. Chem sources international.

78. Chem sources U.S.A.

79. Chemical industry Europe.

80. China facts & figures annual.

```
PDATE    INV DATE & NO.        AMOUNT VOUCHER NOTE
11-20-02 10-13-02 0-74815     $205.16    5884 002 copies vol 27
TOTAL 07-01-2002 to 06-30-2003    $205.16   ($102.58/copy)
```

81. CIS index to publications of the United States Congress.

82. CIS microfiche library [microform].

```
PDATE    INV DATE & NO.        AMOUNT VOUCHER NOTE
08-19-02 07-10-02 R074447  $23,625.00    5561 exp 12/2003
TOTAL 07-01-2002 to 06-30-2003 $23,625.00   ($23,625.00/copy)
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83. City and County of San Francisco. Charter.

84. City and County of San Francisco municipal code. Administrative code

85. City and County of San Francisco municipal code. Plumbing code.

86. Civil code.

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PDATE    INV DATE & NO.        AMOUNT VOUCHER NOTE
01-10-03 12-20-02 803398232    $24.41    6029 2003 pam
TOTAL 07-01-2002 to 06-30-2003     $24.41   ($24.41/copy)
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87. Code of civil procedure.

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PDATE    INV DATE & NO.        AMOUNT VOUCHER NOTE
01-10-03 12-20-02 803398232    $25.17    6029 2003 pam
TOTAL 07-01-2002 to 06-30-2003     $25.17   ($25.17/copy)
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88. Colorado manufacturers directory.

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PDATE    INV DATE & NO.        AMOUNT VOUCHER NOTE
07-17-02 07-03-02 859028-39    $88.95    5451 2003
TOTAL 07-01-2002 to 06-30-2003     $88.95   ($88.95/copy)
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89. Companies and their brands.

90. Congress and the nation.

91. Congressional index.

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PDATE    INV DATE & NO.        AMOUNT VOUCHER NOTE
01-06-03 01-01-03 6694609  $1,507.55    6025 exp. 1/2004
TOTAL 07-01-2002 to 06-30-2003  $1,507.55   ($1,507.55/copy)
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92. Congressional staff directory
   PDATE     INV DATE & NO.          AMOUNT VOUCHER NOTE
   [illegible] 02 07-[illegible] 02 U[illegible]   $686.90   554[illegible] 200[illegible] 64th ed.
   TOTAL 07-01 2002 to 06-30-2003    $686.90   ($228.96/copy)

93. Congressional yellow book.

94. Consultants and consulting organizations directory.
   PDATE     INV DATE & NO.          AMOUNT VOUCHER NOTE
   12-17-02 11-26-02 U727615      $917.82    5983 25th ed.
   TOTAL 07-01-2002 to 06-30-2003    $917.82   ($917.82/copy)

95. Contra Costa County commerce & industry directory.

96. The Corporate finance sourcebook.
   PDATE     INV DATE & NO.          AMOUNT VOUCHER NOTE
   02-03-03 12-31-02 U779866      $735.71    6084 2003
   TOTAL 07-01-2002 to 06-30-2003    $735.71   ($735.71/copy)

97. Corporate meeting planners.

98. Corporate yellow book.

99. Corporations code.
   PDATE     INV DATE & NO.          AMOUNT VOUCHER NOTE
   01-10-03 12-20-02 803398232     $31.47    6029 2003 pam
   TOTAL 07-01-2002 to 06-30-2003     $31.47   ($31.47/copy)

100. Countries of the world and their leaders yearbook.
   PDATE     INV DATE & NO.          AMOUNT VOUCHER NOTE
   09-16-02 08-27-02 u523599      $285.46    5682 2003
   TOTAL 07-01-2002 to 06-30-2003    $285.46   ($285.46/copy)

101. Country trade sourcebook.
   PDATE     INV DATE & NO.          AMOUNT VOUCHER NOTE
   02-03-03 10-25-02 0365365      $475.00    6073 11/1/2002 - 2003 ed.
   TOTAL 07-01-2002 to 06-30-2003    $475.00   ($475.00/copy)

102. The ... CQ guide to current American government.
   PDATE     INV DATE & NO.          AMOUNT VOUCHER NOTE
   08-23-02 07-31-02 10304002      $32.23    5572 fall 2002
   TOTAL 07-01-2002 to 06-30-2003     $32.23   ($32.23/copy)

103. The CQ researcher.
   PDATE     INV DATE & NO.          AMOUNT VOUCHER NOTE
   03-04-03 04-01-03 10909508    $600.00    6122 Exp. April 11, 2004
   TOTAL 07-01-2002 to 06-30-2003    $600.00   ($600.00/copy)
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104. CQ [illegible]
   PDATE     INV DATE & NO.          AMOUNT VOUCHER NOTE
   [illegible]                        $1,1[illegible]      [illegible]
   TOTAL 07-01-2002 to 06-30-2003  $1,149.00   ($1,149.00/copy)

105. CQ's politics in America.

106. The CRB commodity yearbook.

107. Credit survey.

108. Crittenden residential mortgage news.

109. CSG state directory. Directory I, Elective officials.

110. CSG state directory. Directory II. Legislative leadership, committees &
   staff.

111. CSG state directory. Directory III, Administrative officials.
   PDATE     INV DATE & NO.          AMOUNT VOUCHER NOTE
   09-16-02 08-27-02 u523599       $54.89    5682 v.3
   TOTAL 07-01-2002 to 06-30-2003      $54.89   ($54.89/copy)

112. Current text. Accounting standards as of June 1 ..
   PDATE     INV DATE & NO.          AMOUNT VOUCHER NOTE
   10-07-02 09-05-02 4237212       $67.06    5698 2002/2003 v.2
   10-07-02 09-05-02 4237212       $67.05    5698 2002/2003 v.1
   TOTAL 07-01-2002 to 06-30-2003    $134.11   ($67.05/copy)

113. D&B business locator [computer file].

114  D&B business rankings.
   PDATE     INV DATE & NO.          AMOUNT VOUCHER NOTE
   01-17-03 10-13-02 0-74816      $616.43    6046 2002
   TOTAL 07-01-2002 to 06-30-2003    $616.43   ($616.43/copy)

115. D&B consultants directory.

116. D&B healthcare reference book.
   PDATE     INV DATE & NO.          AMOUNT VOUCHER NOTE
   12-23-02 12-13-02 0-43786      $669.75    6019 6/15/02-6/15/03
   TOTAL 07-01-2002 to 06-30-2003    $669.75   ($669.75/copy)
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117. D&B million dollar directory / Dun & Bradstreet.
   PDATE     INV DATE & NO.          AMOUNT VOUCHER NOTE
   12-23-02 12-13-02 D-43796    $2,158.35     6019 2003
   TOTAL 07-01-2002 to 06-30-2003  $2,158.35   ($2,158.35/copy)

118. D & B principal international businesses.

119. D&B reference book of corporate managements.

120. D&B regional business directory. San Francisco area.
   PDATE     INV DATE & NO.          AMOUNT VOUCHER NOTE
   08-23-02 07-13-02 D-57428    $1,512.26     5590 5/15/02-5/14/03
   TOTAL 07-01-2002 to 06-30-2003  $1,512.26   ($1,512.26/copy)

121. Daily graphs. New York Stock Exchange.

122. Daily graphs. Option guide.

123. Daily stock price record. American Stock Exchange.
   PDATE     INV DATE & NO.          AMOUNT VOUCHER NOTE
   09-25-02 09-06-02 0362672      $750.26     5688 exp. 01/01/2004
   TOTAL 07-01-2002 to 06-30-2003     $750.26   ($750.26/copy)

124. Daily stock price record. NASDAQ.
   PDATE     INV DATE & NO.          AMOUNT VOUCHER NOTE
   09-25-02 09-06-02 0362672      $996.22     5688 exp. 02/01/2004
   03-17-03 01-13-03 S-30624       $70.41     6163 Rate Adj. for inv. 0362672
   TOTAL 07-01-2002 to 06-30-2003  $1,066.63   ($533.31/copy)

125. Daily stock price record. New York Stock Exchange.
   PDATE     INV DATE & NO.          AMOUNT VOUCHER NOTE
   09-25-02 09-06-02 0362672      $831.56     5688 exp. 02/01/2004
   03-17-03 01-13-03 S-30624       $58.65     6163 Rate Adj. for inv. 0362672
   TOTAL 07-01-2002 to 06-30-2003     $890.21   ($445.10/copy)

126. Data sources.
   PDATE     INV DATE & NO.          AMOUNT VOUCHER NOTE
   02-03-03 10-25-02 0365365      $465.00     6073 1/1/2003
   TOTAL 07-01-2002 to 06-30-2003     $465.00   ($465.00/copy)

127. Davison's gold book.

128. Davison's textile blue book.
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129. Decisions of the United States Supreme Court.
PDATE INV DATE & NO. AMOUNT VOUCHER NOTE
08-12-02 07-02-02 [illegible] $94.16 [illegible]
TOTAL 07-01-2002 to 06-30-2003 $94.16 ($94.16/copy)

130. Decisions of the United States Supreme Court. Cumulative case table.

131. Demographic yearbook. Annuaire d{226}emographique.

132. Demographics USA.
PDATE INV DATE & NO. AMOUNT VOUCHER NOTE
12-23-02 11-15-02 0367699 $523.93 6000 2002
TOTAL 07-01-2002 to 06-30-2003 $523.93 ($523.93/copy)

133. Demographics USA. County edition.
PDATE INV DATE & NO. AMOUNT VOUCHER NOTE
02-03-03 10-25-02 0365365 $475.00 6073 1/1/2003
TOTAL 07-01-2002 to 06-30-2003 $475.00 ($475.00/copy)

134. The Dines letter.
PDATE INV DATE & NO. AMOUNT VOUCHER NOTE
11-04-02 11-04-02 11042002 $195.00 5765 exp Nov. 2003
TOTAL 07-01-2002 to 06-30-2003 $195.00 ($195.00/copy)

135. The Direct marketing market place.
PDATE INV DATE & NO. AMOUNT VOUCHER NOTE
11-26-02 10-31-02 4252436 $402.54 5889 2003
TOTAL 07-01-2002 to 06-30-2003 $402.54 ($402.54/copy)

136. Direction of trade statistics. Yearbook.
PDATE INV DATE & NO. AMOUNT VOUCHER NOTE
02-03-03 10-25-02 0365365 $70.00 6073 12/1/2001
TOTAL 07-01-2002 to 06-30-2003 $70.00 ($70.00/copy)

137. Directory of American firms operating in foreign countries.

138. Directory of apparel specialty stores.
PDATE INV DATE & NO. AMOUNT VOUCHER NOTE
01-17-03 10-13-02 0-74816 $389.92 6046 2003
TOTAL 07-01-2002 to 06-30-2003 $389.92 ($389.92/copy)

139. Directory of automotive aftermarket suppliers.
PDATE INV DATE & NO. AMOUNT VOUCHER NOTE
11-19-02 11-13-02 0-42663 $391.57 5955 2003
TOTAL 07-01-2002 to 06-30-2003 $391.57 ($391.57/copy)

140. Directory of building products & hardlines distributors.

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141. Directory of California agricultural exporters.

142. Directory of California technology companies

143. Directory of California wholesalers and service companies.

144. Directory of chain restaurant operators.
   PDATE    INV DATE & NO.          AMOUNT VOUCHER NOTE
   01-17-03 10-13-02 0-74816      $310.83    6046 2002
   TOTAL 07-01-2002 to 06-30-2003    $310.83   ($310.83/copy)

145. Directory of computer & consumer electronics retailers.
   PDATE    INV DATE & NO.          AMOUNT VOUCHER NOTE
   12-23-02 12-13-02 0-43786      $391.00    6019 2003
   TOTAL 07-01-2002 to 06-30-2003    $391.00   ($391.00/copy)

146. Directory of computer VARs & system integrators.

147. Directory of corporate affiliations.
   PDATE    INV DATE & NO.          AMOUNT VOUCHER NOTE
   08-09-02 07-02-02 U407557   $1,534.63    5545 2002 8v
   TOTAL 07-01-2002 to 06-30-2003  $1,534.63   ($1,534.63/copy)

148. Directory of department stores.
   PDATE    INV DATE & NO.          AMOUNT VOUCHER NOTE
   01-17-03 10-13-02 0-74816      $395.41    6046 2003
   TOTAL 07-01-2002 to 06-30-2003    $395.41   ($395.41/copy)

149. Directory of discount & general merchandise stores.
   PDATE    INV DATE & NO.          AMOUNT VOUCHER NOTE
   01-17-03 10-13-02 0-74816      $378.93    6046 2002
   TOTAL 07-01-2002 to 06-30-2003    $378.93   ($378.93/copy)

150. Directory of drug store and HBC chains.
   PDATE    INV DATE & NO.          AMOUNT VOUCHER NOTE
   01-17-03 10-13-02 0-74816      $389.92    6046 2002
   TOTAL 07-01-2002 to 06-30-2003    $389.92   ($389.92/copy)

151. Directory of food service distributors.

152. Directory of high volume independent drug stores.

153. Directory of high-volume independent restaurants.
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154. Directory of home center operators & hardware chains
   PDATE     INV DATE & NO.          AMOUNT VOUCHER NOTE
   [illegible]
   TOTAL 07-01-2002 to 06-30-2003     $360.25   ($360.25/copy)

155. Directory of home furnishings retailers.
   PDATE     INV DATE & NO.          AMOUNT VOUCHER NOTE
   01-17-03 10-13-02 0-74816      $310.83    6046 2002
   01-17-03 10-13-02 0-74816      $310.83    6046 2003
   TOTAL 07-01-2002 to 06-30-2003     $621.66   ($310.83/copy)

156. Directory of leading chain stores.

157. Directory of mail order firms.

158. Directory of mailing list companies.

159. Directory of management consultants.

160. Directory of premium, incentive & travel buyers.

161. Directory of registered investment advisors.

162. Directory of single-unit supermarket operators.

163. Directory of supermarket, grocery & convenience store chains.

164. The Directory of the canning, freezing, preserving industries.

165. Directory of United States exporters.
   PDATE     INV DATE & NO.          AMOUNT VOUCHER NOTE
   01-17-03 12-30-02 4269030      $772.52    6048 2003
   TOTAL 07-01-2002 to 06-30-2003     $772.52   ($772.52/copy)

166. Directory of wholesale grocers.

167. Documents to the people.

168. Dow theory forecasts.
   PDATE     INV DATE & NO.          AMOUNT VOUCHER NOTE
   09-25-02 09-06-02 0362672      $266.55    5688 exp 06/01/2004
   TOTAL 07-01-2002 to 06-30-2003     $266.55   ($266.55/copy)
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169. Economic indicators handbook.

170. Electronic industry telephone [illegible]
   PDATE     INV DATE & NO.          AMOUNT VOUCHER NOTE
   08-09-02 07-17-02 U436392        $76.96    5529 2002
   TOTAL 07-01-2002 to 06-30-2003      $76.96   ($76.96/copy)

171. Electronic market data book.
   PDATE     INV DATE & NO.          AMOUNT VOUCHER NOTE
   10-09-02 09-16-02 U559650      $245.62    5712 2002
   TOTAL 07-01-2002 to 06-30-2003    $245.62   ($245.62/copy)

172. Encyclopedia of business information sources.
   PDATE     INV DATE & NO.          AMOUNT VOUCHER NOTE
   09-16-02 08-27-02 U523599      $406.24    5682 17th ed
   TOTAL 07-01-2002 to 06-30-2003    $406.24   ($406.24/copy)

173. Encyclopedia of medical organizations and agencies.
   PDATE     INV DATE & NO.          AMOUNT VOUCHER NOTE
   12-17-02 11-26-02 U727615      $338.72    5983 13th ed.
   TOTAL 07-01-2002 to 06-30-2003    $338.72   ($338.72/copy)

174. The engineering industry buyers guide.
   PDATE     INV DATE & NO.          AMOUNT VOUCHER NOTE
   02-04-03 01-21-03 564218       $173.49    6096 2003
   TOTAL 07-01-2002 to 06-30-2003    $173.49   ($173.49/copy)

175. European marketing data and statistics.
   PDATE     INV DATE & NO.          AMOUNT VOUCHER NOTE
   02-03-03 12-31-02 U779866      $577.66    6084 38th ed.
   TOTAL 07-01-2002 to 06-30-2003    $577.66   ($577.66/copy)

176. Evidence code.
   PDATE     INV DATE & NO.          AMOUNT VOUCHER NOTE
   01-10-03 12-20-02 303398232     $15.19    6029 2003 pam
   TOTAL 07-01-2002 to 06-30-2003     $15.19   ($15.19/copy)

177. Exporters' encyclopaedia.
   PDATE     INV DATE & NO.          AMOUNT VOUCHER NOTE
   01-17-03 10-13-02 0-74816      $670.92    6046 8/22/02-8/21/03
   TOTAL 07-01-2002 to 06-30-2003    $670.92   ($670.92/copy)

178. Exterior home improvement costs.

179. F&S index Europe annual / Information Access Company.
   PDATE     INV DATE & NO.          AMOUNT VOUCHER NOTE
   09-25-02 09-06-02 0362672   $1,343.06    5688 exp. 01/01/2004
   TOTAL 07-01-2002 to 06-30-2003  $1,343.06   ($1.343.06/copy)
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180. F&S index international annual.
   PDATE    INV DATE & NO.          AMOUNT VOUCHER NOTE
   09-25-02 09-06-02 0362672   $1,343.06    5668 exp. 01/01/2004
   TOTAL 07-01-2002 to 06-30-2003  $1,343.06   ($1,343.06/copy)

181. F&S index United States annual.
   PDATE    INV DATE & NO.          AMOUNT VOUCHER NOTE
   09-25-02 09-06-02 0362672   $1,312.18    5658 exp. 01/01/2004
   11-18-02 11-13-02 S-60803      $76.35    5877 20906 Rate Adj. for
   inv.03626
                                             72
   TOTAL 07-01-2002 to 06-30-2003  $1,388.53   ($694.26/copy)

182. FAO yearbook. Fishery statistics = FAO annuaire.  Statistiques des
   p{227}eches = FAO anuario.  Estad{226}isticas de pesca.
   PDATE    INV DATE & NO.          AMOUNT VOUCHER NOTE
   12-23-02 12-13-02 0-43786       $61.67    6019 v.91
   01-17-03 10-13-02 0-74816       $28.78    6046 v.90 #2
   01-17-03 10-13-02 0-74816       $69.06    6046 v.90 #1
   TOTAL 07-01-2002 to 06-30-2003    $159.51   ($53.17/copy)

183. FAO yearbook. Production = FAO annuaire.  Production.
   PDATE    INV DATE & NO.          AMOUNT VOUCHER NOTE
   01-17-03 10-13-02 0-74816       $51.80    6046 vol 54/2000
   TOTAL 07-01-2002 to 06-30-2003     $51.80   ($51.80/copy)

184. FAO yearbook. Trade = FAO annuaire. Commerce = FAO anuario. Comercio.
   PDATE    INV DATE & NO.          AMOUNT VOUCHER NOTE
   01-17-03 10-13-02 0-74816       $51.80    6046 v.53/1999
   TOTAL 07-01-2002 to 06-30-2003     $51.80   ($51.80/copy)

185. Fashion & Print.

186. Federal yellow book.

187. Financial yellow book.
   PDATE    INV DATE & NO.          AMOUNT VOUCHER NOTE
   11-18-02 10-30-02 5793120      $242.25    5879 exp 6/03
   TOTAL 07-01-2002 to 06-30-2003    $242.25   ($242.25/copy)

188. Findex.
   PDATE    INV DATE & NO.          AMOUNT VOUCHER NOTE
   02-03-03 10-25-02 0365365      $455.00    6073 1/2003 v. 25
   TOTAL 07-01-2002 to 06-30-2003    $455.00   ($455.00/copy)

189. Florida manufacturers register
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190. Forest products = Produits forestiers = Productos forestales.
   PDATE    INV DATE & NO.          AMOUNT VOUCHER NOTE
   08-23-02 07-11-02 0-57426       $69.25    5590 1996-1999
   TOTAL 07-01-2002 to 06-30-2003      $69.25   ($69.25/copy)

191. FP markets, Canadian demographics.

192. FP survey. Industrials.
   PDATE    INV DATE & NO.          AMOUNT VOUCHER NOTE
   10-21-02 09-09-02 U544229      $162.99    5758 2002
   TOTAL 07-01-2002 to 06-30-2003    $162.99   ($162.99/copy)

193. FP survey. Mines & energy.
   PDATE    INV DATE & NO.          AMOUNT VOUCHER NOTE
   10-21-02 09-09-02 U544229      $162.99    5758 2002
   TOTAL 07-01-2002 to 06-30-2003    $162.99   ($162.99/copy)

194. The franchise annual.

195. Fraser's Canadian trade directory.
   PDATE    INV DATE & NO.          AMOUNT VOUCHER NOTE
   02-03-03 10-25-02 0365365      $160.00    6073 1/1/2002
   TOTAL 07-01-2002 to 06-30-2003    $160.00   ($160.00/copy)

196. Freedom in the world / Raymond D. Gastil.
   PDATE    INV DATE & NO.          AMOUNT VOUCHER NOTE
   08-23-02 08-08-02 4230529       $75.89    5589 2001/2002
   TOTAL 07-01-2002 to 06-30-2003     $75.89   ($75.89/copy)

197. French company handbook.

198. Futures chart service. Agricultural / Knight-Ridder, Commodity Research
   Bureau.

199. Genetic engineering and biotechnology related firms worldwide directory.

200. Georgia manufacturers register.

201. Gift, housewares & home textiles buyers.
   PDATE    INV DATE & NO.          AMOUNT VOUCHER NOTE
   08-09-02 07-02-02 U407557      $284.11    5545 2002
   TOTAL 07-01-2002 to 06-30-2003    $284.11   ($284.11/copy)

202. Global mining directory.
   PDATE    INV DATE & NO.          AMOUNT VOUCHER NOTE
   10-07-02 12-08-02 562126       $397.25    5691 2002
   TOTAL 07-01-2002 to 06-30-2003    $397.25   ($397.25/copy)
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204. [illegible] and gas directory

   [illegible]
   PDATE     INV DATE & NO.          AMOUNT VOUCHER NOTE
   09-25-02 09 06 02 0362672        $41.12    5683 exp. 01/01/2003
   TOTAL 07-01-2002 to 06-30-2003      $41.12   ($41.12/copy)

205. Government finance statistics yearbook.
   PDATE     INV DATE & NO.          AMOUNT VOUCHER NOTE
   02-03-03 10-25-02 0365365        $80.00    6073 12/1/2001 - v. 25
   TOTAL 07-01-2002 to 06-30-2003      $80.00   ($80.00/copy)

206. Graphic arts blue book. Delaware Valley-Ohio ed.

207. Graphic arts blue book. Metropolitan New York-New Jersey ed.
   PDATE     INV DATE & NO.          AMOUNT VOUCHER NOTE
   08-09-02 07-10-02 U420334       $100.90    5544 2002
   TOTAL 07-01-2002 to 06-30-2003     $100.90   ($100.90/copy)

208. Graphic arts blue book. Northeastern ed.
   PDATE     INV DATE & NO.          AMOUNT VOUCHER NOTE
   09-16-02 08-13-02 U494788        $99.79    5680 2002
   TOTAL 07-01-2002 to 06-30-2003      $99.79   ($99.79/copy)

209. Graphic arts blue book. Southeastern ed.
   PDATE     INV DATE & NO.          AMOUNT VOUCHER NOTE
   12-17-02 11-18-02 U708084        $99.79    5991 2002
   TOTAL 07-01-2002 to 06-30-2003      $99.79   ($99.79/copy)

210. The Green book / American salon.
   PDATE     INV DATE & NO.          AMOUNT VOUCHER NOTE
   02-03-03 10-25-02 0365365       $151.00    6073 1/1/2003
   TOTAL 07-01-2002 to 06-30-2003     $151.00   ($151.00/copy)

211. Guide to American & international directories : a guide to the major
   business, scientific, technical & professional directories of the U.S.
   with major international and foreign directories included / Barry Klein,
   editor ; Bernard Klein, associate editor.

212. Guide to employment law and regulation.
   PDATE     INV DATE & NO.          AMOUNT VOUCHER NOTE
   09-24-02 08-20-02 802558703   $768.62    5687 exp 07/2003
   TOTAL 07-01-2002 to 06-30-2003     $768.62   ($768.62/copy)

213. Guide to the American left.

214. Guide to the American right.
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215. The Handbook for no load fund investors.

216. Harris New England manufacturers directory.
   PDATE     INV DATE & NO.          AMOUNT VOUCHER NOTE
   08-12-02 07-24-02 U448408      $240.16    5548 2002
   TOTAL 07-01-2002 to 06-30-2003     $240.16   ($240.16/copy)

217. Harris New York manufacturers directory.

218. High-tech members' resource guide.
   PDATE     INV DATE & NO.          AMOUNT VOUCHER NOTE
   11-08-02 10-13-02 000784       $254.98    5767 2002 edition not
   published.
   TOTAL 07-01-2002 to 06-30-2003   -$254.98   ($0.00/copy)

219. Historic documents of ..

220. HMO/PPO directory.
   PDATE     INV DATE & NO.          AMOUNT VOUCHER NOTE
   01-17-03 12-30-02 4269030      $289.70    6048 2003 15th ed.
   TOTAL 07-01-2002 to 06-30-2003     $289.70   ($289.70/copy)

221. Hoover's handbook of American business.
   PDATE     INV DATE & NO.          AMOUNT VOUCHER NOTE
   02-03-03 01-16-03 4274360      $239.08    6091 2003
   TOTAL 07-01-2002 to 06-30-2003     $239.08   ($239.08/copy)

222. Hoover's handbook of emerging companies.

223. Hoover's handbook of private companies.
   PDATE     INV DATE & NO.          AMOUNT VOUCHER NOTE
   08-12-02 07-22-02 4225914      $174.42    5550 2002
   TOTAL 07-01-2002 to 06-30-2003     $174.42   ($174.42/copy)

224. Hoover's handbook of world business.

225. Hoover's handbooks index.
   PDATE     INV DATE & NO.          AMOUNT VOUCHER NOTE
   08-23-02 08-08-02 4230529      $48.98    5589 2002
   TOTAL 07-01-2002 to 06-30-2003     $48.98   ($48.98/copy)

226. Hoover's masterlist of major international companies.
   PDATE     INV DATE & NO.          AMOUNT VOUCHER NOTE
   08-12-02 07-22-02 4225914      $166.95    5551 2002
   TOTAL 07-01-2002 to 06-30-2003     $166.95   ($166.95/copy)
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[illegible]

227. Hoover's masterlist of major U.S. companies.

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   PDATE     INV DATE & NO.          AMOUNT VOUCHER NOTE
   [illegible]
   TOTAL 07-01-2002 to 06-30-2003     $3[illegible].10   ($3[illegible]3.10/copy)
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228. The Hulbert financial digest.

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   PDATE     INV DATE & NO.          AMOUNT VOUCHER NOTE
   09-25-02 09-06-02 0362672      $107.55    5088 exp. 01/01/2004
   TOTAL 07-01-2002 to 06-30-2003     $107.55   ($107.55/copy)
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229. Idaho manufacturers directory.

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   PDATE     INV DATE & NO.          AMOUNT VOUCHER NOTE
   12-23-02 11-14-02 859028-23     $70.95    6016 2003
   TOTAL 07-01-2002 to 06-30-2003      $70.95   ($70.95/copy)
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230. IIS microfiche library [microform].

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   PDATE     INV DATE & NO.          AMOUNT VOUCHER NOTE
   08-19-02 07-19-02 R074824  $14,149.00    5562 exp 12/2003
   12-10-02 09-25-02 R074824A    $136.00    5987 Rate Adj. for #R074824
   TOTAL 07-01-2002 to 06-30-2003 $14,285.00   ($7,142.50/copy)
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231. Illinois manufacturers directory.

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   PDATE     INV DATE & NO.          AMOUNT VOUCHER NOTE
   02-24-03 01-20-03 859028-01    $185.95    6108 2003
   TOTAL 07-01-2002 to 06-30-2003     $185.95   ($185.95/copy)
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232. The Image makers source of the Madison Avenue handbook.

233. Income fund outlook.

234. Independent women's specialty stores & boutiques.

235. Index to the Code of federal regulations.

236. Indiana manufacturers directory.

237. Individual Investor's special situations report.

238. Industrial commodity statistics yearbook = Annuaire de statistiques industrielles par produit.

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   PDATE     INV DATE & NO.          AMOUNT VOUCHER NOTE
   08-23-02 08-13-02 0-81962      $173.69    5580 1999
   TOTAL 07-01-2002 to 06-30-2003     $173.69   ($173.69/copy)
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239. Industry norms and key business ratios.

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[illegible]

240. Interior home improvement costs.
   PDATE     INV DATE & NO.          AMOUNT VOUCHER NOTE
   [illegible]                        [illegible]   [illegible]
   TOTAL 07-01-2002 to 06-30-2003      $27.02   ($27.02/copy)

241. Internal revenue code.

242. Internal Revenue Code of 1954.  Selections.

243. International marketing data and statistics.
   PDATE     INV DATE & NO.          AMOUNT VOUCHER NOTE
   02-03-03 12-31-02 U779866      $577.66    6084 2003 27th ed.
   TOTAL 07-01-2002 to 06-30-2003    $577.66   ($577.66/copy)

244. International petroleum encyclopedia.
   PDATE     INV DATE & NO.          AMOUNT VOUCHER NOTE
   08-12-02 07-24-02 U448408      $175.46    5548 2002
   TOTAL 07-01-2002 to 06-30-2003    $175.46   ($175.46/copy)

245. International pulp & paper directory.

246. International trade statistics yearbook / Department of International
   Economic and Social Affairs, Statistical Office = Annuaire statistique
   du commerce international / D{226}epartement des affaires
   {226}economiques et sociales internationales, Bureau de statistique.

247. International yearbook of industrial statistics.
   PDATE     INV DATE & NO.          AMOUNT VOUCHER NOTE
   08-23-02 07-13-02 S-99313       $9.09    5582 Postage adjmt--2002
   02-03-03 10-25-02 0365365     $215.00    6073 4/1/2003 - 2003 ed.
   TOTAL 07-01-2002 to 06-30-2003    $224.09   ($112.04/copy)

248. Iowa manufacturers register.
   PDATE     INV DATE & NO.          AMOUNT VOUCHER NOTE
   02-24-03 02-04-03 859028-28     $97.95    6106 2003
   TOTAL 07-01-2002 to 06-30-2003     $97.95   ($97.95/copy)

249. Jane's high-speed marine transportation.

250. Jane's infantry weapons.

251. Jane's military vehicles and logistics.

252. Jane's urban transport systems.
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253. Jane's world railways.
   PDATE     INV DATE & NO.           AMOUNT VOUCHER NOTE
   02-03-03 01-15-03 1274300      $672.70    6091 2002/2003 [illegible]
   TOTAL 07-01-2002 to 06-30-2003     $672.70   ($672.70/copy)

254. Japan company handbook.
   PDATE     INV DATE & NO.           AMOUNT VOUCHER NOTE
   02-03-03 10-25-02 0365365      $222.00    6073 1/1/2003
   TOTAL 07-01-2002 to 06-30-2003     $222.00   ($222.00/copy)

255. Jay Schabacker's mutual fund investing.

256. The Johns Hopkins University studies in historical and political science.

257. Kansas manufacturers directory.

258. Kelly's industrial directory.

259. Kentucky manufacturers register.
   PDATE     INV DATE & NO.           AMOUNT VOUCHER NOTE
   11-13-02 10-15-02 859028-20    $90.95    5784 2003
   TOTAL 07-01-2002 to 06-30-2003     $90.95   ($90.95/copy)

260. Keystone coal industry manual.

261. Kiplinger's retirement report.
   PDATE     INV DATE & NO.           AMOUNT VOUCHER NOTE
   09-25-02 09-06-02 0362672      $61.70    5683 exp. 01/01/2004
   TOTAL 07-01-2002 to 06-30-2003     $61.70   ($61.70/copy)

262. Kirschner's insurance directories. Northern California.

263. Kitchen and bath business. Resource guide.
   PDATE     INV DATE & NO.           AMOUNT VOUCHER NOTE
   02-03-03 10-25-02 0365365      $70.00    6073 1/1/2003
   TOTAL 07-01-2002 to 06-30-2003     $70.00   ($70.00/copy)

264. Kompass, annuario generale dell'economia italiana.

265. Kompass Australia.

266. Kompass. China = Kang pa ssu. Chung-kuo.

267. Kompass. Directory of industry and commerce of Belgium.
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268. Kompass, directory of industry and commerce of Czech Republic

269. Kompass. Directory of industry and commerce of Philippines.

270. Kompass, directory of industry and commerce of Slovakia.

271. Kompass France.

272. Kompass, informatiewerk over het Nederlandse bedrijfleven.

273. Kompass, Jahrbuch der deutschen Wirtschaft.

274. Kompass Korea.

275. Kompass Malaysia.

276. Kompass, register of industry and commerce of Thailand.

277. Kompass register. United Kingdom.

278. Kompass Singapore.

279. Kompass-Sverige.

280. Kompass Taiwan.

281. Laws, etc.

282. Laws, etc.

283. Laws, etc.

284. Laws, etc.

285. Laws, etc.

286. Laws, etc. (U.S. Code).

| PDATE | INV DATE & NO. | AMOUNT | VOUCHER NOTE |
|---|---|---|---|
| [illegible] | [illegible] | [illegible] | [illegible] (? BKS) |
| 09-24-02 | 08-20-02 802558703 | $247.53 | 5687 USCA T26 (2001-6400)(5 vols) |
| 11-05-02 | 10-20-02 802961212 | $263.15 | 5766 USCA T26(6401-End)&Index 8V (5 bks) |
| 11-05-02 | 10-20-02 802961212 | $315.78 | 5766 USCA T38&T23-24 (6 Books) |
| 01-06-03 | 12-20-02 803394145 | $210.52 | 6024 USCA T31 & T48 (4 books) |
| 01-28-03 | 01-20-03 803611374 | $105.26 | 6058 USCA T50 (2 books) |

TOTAL 07-01-2002 to 06-30-2003 $1,393.68 ($232.28/copy)

287. Laws, etc. (United States code congressional and administrative news : Monthly).

| PDATE | INV DATE & NO. | AMOUNT | VOUCHER NOTE |
|---|---|---|---|
| 02-11-03 | 01-30-03 6013715689 | $544.17 | 6098 2000 (5v.) & 2001 (4v.) Bound Vols |

TOTAL 07-01-2002 to 06-30-2003 $544.17 ($544.17/copy)

288. Laws, etc. (West's annotated legislative service).

289. LDB interior textiles. Annual buyers' guide issue.

290. The lifestyle market analyst.

| PDATE | INV DATE & NO. | AMOUNT | VOUCHER NOTE |
|---|---|---|---|
| 02-03-03 | 10-25-02 0365365 | $441.00 | 6073 3/1/2003 |

TOTAL 07-01-2002 to 06-30-2003 $441.00 ($441.00/copy)

291. Lockwood-Post's directory of the pulp, paper and allied trades.

292. Louisiana manufacturers register.

293. The low priced stock survey.

294. Major companies of Europe.

| PDATE | INV DATE & NO. | AMOUNT | VOUCHER NOTE |
|---|---|---|---|
| 10-09-02 | 09-16-02 U559650 | $420.28 | 5712 2003 22nd v.1 |
| 10-09-02 | 09-16-02 U559650 | $420.28 | 5712 2003 22nd ed v.2 |
| 11-13-02 | 10-08-02 U614139 | $2,104.48 | 5780 2003 22nd ed 6 vols |
| 11-13-02 | 10-15-02 U630345 | $420.14 | 5781 2003 v.3 Germany 22nd |
| 11-13-02 | 10-15-02 U630345 | $420.14 | 5781 2003 v.4 Greece 22nd |
| 11-13-02 | 10-15-02 U630345 | $420.14 | 5781 2003 v.5 Portugal 22nd |

TOTAL 07-01-2002 to 06-30-2003 $4,205.46 ($700.91/copy)

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295. Major companies of the Arab world.
   PDATE     INV DATE & NO.          AMOUNT VOUCHER NOTE
   10-21-02 09-04-02 U536270   $1,038.38    5759 2003
  TOTAL 07-01-2002 to 06-30-2003  $1,038.38   ($1,038.38/copy)

296. Major companies of the Far East and Australasia.
   PDATE     INV DATE & NO.          AMOUNT VOUCHER NOTE
   02-03-03 01 03-03 U789274   $1,738.52    6081 2003
   TOTAL 07-01-2002 to 06-30-2003  $1,738.52   ($1,738.52/copy)

297. Market share reporter.

298. Marshall valuation service.
   PDATE     INV DATE & NO.          AMOUNT VOUCHER NOTE
   10-10-02 10-01-02 1R0203       $318.97    5713 exp 02/04
   TOTAL 07-01-2002 to 06-30-2003     $318.97   ($318.97/copy)

299. Martin Weiss' safe money report.
   PDATE     INV DATE & NO.          AMOUNT VOUCHER NOTE
   09-25-02 09-06-02 0362672      $152.31    5688 exp. 01/01/2004
   TOTAL 07-01-2002 to 06-30-2003     $152.31   ($152.31/copy)

300. Maryland/DC manufacturers directory.

301. Mass merchandisers & off-price apparel buyers.
   PDATE     INV DATE & NO.          AMOUNT VOUCHER NOTE
   10-21-02 09-09-02 U544229      $251.34    5758 2002/2003
   TOTAL 07-01-2002 to 06-30-2003     $251.34   ($251.34/copy)

302. MCD, American motor carrier directory.
   PDATE     INV DATE & NO.          AMOUNT VOUCHER NOTE
   01-17-03 10-25-02 0365365      $560.95    6040 1/2003 v.119
   TOTAL 07-01-2002 to 06-30-2003     $560.95   ($560.95/copy)

303. Medical and health information directory.
   PDATE     INV DATE & NO.          AMOUNT VOUCHER NOTE
   02-03-03 01-03-03 U789274      $735.74    6081 15th ed.
   TOTAL 07-01-2002 to 06-30-2003     $735.74   ($735.74/copy)

304. Medical device register.
   PDATE     INV DATE & NO.          AMOUNT VOUCHER NOTE
   02-24-03 01-23-03 1276403      $395.59    6104 2003 23rd ed.
   TOTAL 07-01-2002 to 06-30-2003     $395.59   ($395.59/copy)

305. Medical device register. International volume.

306. Men's & boys' wear buyers.
   PDATE     INV DATE & NO.          AMOUNT VOUCHER NOTE
   01-17-03 12-17-02 U758785      $359.16    6050 2003
   TOTAL 07-01-2002 to 06-30-2003     $359.16   ($359.16/copy)
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307. Mergent special library service

308. Mergent special library service

309. Mexico company handbook.

310. Michigan manufacturers directory.

311. Minnesota manufacturers register.
   PDATE    INV DATE & NO.         AMOUNT VOUCHER NOTE
   12-23-02 11-07-02 859028-22   $124.95    6017 2003
   TOTAL 07-01-2002 to 06-30-2003    $124.95   ($124.95/copy)

312. Mississippi manufacturers register.

313. Missouri manufacturers register.
   PDATE    INV DATE & NO.         AMOUNT VOUCHER NOTE
   08-23-02 08-06-02 859028-15   $120.95    5576 2003
   TOTAL 07-01-2002 to 06-30-2003    $120.95   ($120.95/copy)

314. The Money market directory of pension funds and their investment managers.
   PDATE    INV DATE & NO.         AMOUNT VOUCHER NOTE
   02-03-03 01-22-03 0368974   $1,228.75    6074 1/1/2003 - v. 33
   TOTAL 07-01-2002 to 06-30-2003  $1,228.75   ($1,228.75/copy)

315. The Money market directory of tax-exempt organizations.

316. Moneyletter.
   PDATE    INV DATE & NO.         AMOUNT VOUCHER NOTE
   03-14-03 02-27-03 a0127840    $109.00    6157 exp 07/2004
   TOTAL 07-01-2002 to 06-30-2003    $109.00   ($109.00/copy)

317. Montana manufacturers directory.
   PDATE    INV DATE & NO.         AMOUNT VOUCHER NOTE
   08-09-02 07-23-02 859028-13    $69.95    5543 2003
   TOTAL 07-01-2002 to 06-30-2003     $69.95   ($69.95/copy)

318. Moody's international manual.

319. Moody's manuals on microfiche, 1909 to present [microform].
   PDATE    INV DATE & NO.         AMOUNT VOUCHER NOTE
   08-22-02 08-13-02 0-81963     $822.93    5568 Muni&Govt.Trans Fiche,
   Utility
                                                  ,OTCU.
   TOTAL 07-01-2002 to 06-30-2003    $822.93   ($822.93/copy)
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320. Moody's OTC unlisted manual.
   PDATE     INV DATE & NO.          AMOUNT VOUCHER NOTE
   09-23-02 09-13-02 0-33725    $1,017.84    [illegible] 10/02 to 09/03
   TOTAL 07-01-2002 to 06-30-2003  $1,017.84   ($1,017.84/copy)

321. Multilateral treaties deposited with the Secretary-General.

322. The Municipal year book.

323. Mutual fund buyer's guide.

324. NASD manual.
   PDATE     INV DATE & NO.          AMOUNT VOUCHER NOTE
   10-17-02 12-01-02 6602667      $492.55    5756 exp 12/2003
   TOTAL 07-01-2002 to 06-30-2003     $492.55   ($492.55/copy)

325. National accounts statistics. Main aggregates and detailed tables.
   PDATE     INV DATE & NO.          AMOUNT VOUCHER NOTE
   10-07-02 09-13-02 0-33724      $164.43    5702 1999
   TOTAL 07-01-2002 to 06-30-2003     $164.43   ($164.43/copy)

326. National directory of corporate public affairs.
   PDATE     INV DATE & NO.          AMOUNT VOUCHER NOTE
   01-17-03 12-30-02 4269030      $172.51    6048 2003 21st ed.
   TOTAL 07-01-2002 to 06-30-2003     $172.51   ($172.51/copy)

327. National e-mail and fax directory.
   PDATE     INV DATE & NO.          AMOUNT VOUCHER NOTE
   02-03-03 12-31-02 U779866      $174.39    6084 2004
   TOTAL 07-01-2002 to 06-30-2003     $174.39   ($174.39/copy)

328. National Frozen Food Association membership directory.

329. National Quotation Bureau monthly stock summary.

330. National trade and professional associations of the United States.

331. Nebraska manufacturers register.
   PDATE     INV DATE & NO.          AMOUNT VOUCHER NOTE
   08-09-02 07-31-02 659028-14    $77.95    5542 2003
   TOTAL 07-01-2002 to 06-30-2003      $77.95   ($77.95/copy)

332. Nelson Information's directory of investment managers.
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333. Nelson Information's directory of plan sponsors.
   PDATE     INV DATE & NO.          AMOUNT VOUCHER NOTE
   [illegible] 11-21-02 [illegible]    $696.57    [illegible]
   TOTAL 07-01-2002 to 06-30-2003     $696.57   ($696.57/copy)

334. Nelson's world's best money managers.

335. Nevada manufacturers directory.
   PDATE     INV DATE & NO.          AMOUNT VOUCHER NOTE
   12-23-02 11-21-02 859028-00     $69.95    6018 2003
   TOTAL 07-01-2002 to 06-30-2003      $69.95   ($69.95/copy)

336. New Mexico manufacturers register.
   PDATE     INV DATE & NO.          AMOUNT VOUCHER NOTE
   02-27-03 02-11-03 85902829      $73.95    6109 2003
   TOTAL 07-01-2002 to 06-30-2003      $73.95   ($73.95/copy)

337. New York Stock Exchange guide.
   PDATE     INV DATE & NO.          AMOUNT VOUCHER NOTE
   10-17-02 12-01-02 6602667      $754.55    5756 exp 12/2003
   TOTAL 07-01-2002 to 06-30-2003    $754.55   ($754.55/copy)

338. Noload fund X.
   PDATE     INV DATE & NO.          AMOUNT VOUCHER NOTE
   09-25-02 09-06-02 0362672      $153.34    5688 exp. 01/01/2004
   TOTAL 07-01-2002 to 06-30-2003    $153.34   ($153.34/copy)

339. North Carolina manufacturers register.
   PDATE     INV DATE & NO.          AMOUNT VOUCHER NOTE
   02-24-03 01-31-03 859028-27   $134.95    6107 2003
   TOTAL 07-01-2002 to 06-30-2003    $134.95   ($134.95/copy)

340. North Dakota manufacturers register.

341. Northern California business directory.
   PDATE     INV DATE & NO.          AMOUNT VOUCHER NOTE
   08-09-02 07-17-02 U436392      $764.06    5529 2002/2003
   TOTAL 07-01-2002 to 06-30-2003    $764.06   ($764.06/copy)

342. Northern California business directory and buyers guide.

343. O'Dwyer's directory of corporate communications.

344. O'Dwyer's directory of public relations executives.

345. O'Dwyer's directory of public relations firms.
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346. OECD economic surveys.
   PDATE    INV DATE & NO.          AMOUNT VOUCHER NOTE
   08-12-02 07-02-02 4221083        $42.26    5547 2001/2002 Italy
   08-12-02 07-25-02 4227251        $42.26    5549 New Zealand 2001/2002 #8
   08-12-02 07-22-02 4225914        $43.29    5550 Hungary 2001/2002 #10
   08-12-02 07-22-02 4225914        $43.29    5550 Netherlands 2001/2002 #3
   09-16-02 08-15-02 4232421        $42.26    5683 Switzerland 2001/02 #9
   11-13-02 10-10-02 4246983        $42.26    5779 Sweden 2001/2002 #14
   11-26-02 09-16-02 4239686        $42.26    5891 Greece 2001/2002
   11-26-02 09-16-02 4239686        $42.26    5891 Mexico 2001/2002
   11-26-02 09-16-02 4239686        $42.26    5891 Poland 2001/2002
   11-26-02 09-16-02 4239686        $42.26    5891 Slovak Republic 2001/2002
   12-17-02 11-14-02 4256394        $42.26    5988 Euro Area 2001/2002
   01-13-03 11-27-02 4260103        $57.54    6037 Norway 2001/2002 Issues
   #15
  TOTAL 07-01-2002 to 06-30-2003    $524.46   ($43.70/copy)

347. Ohio manufacturers directory.
   PDATE    INV DATE & NO.          AMOUNT VOUCHER NOTE
   11-13-02 10-01-02 859028-18   $176.95    5782 2003
   TOTAL 07-01-2002 to 06-30-2003    $176.95   ($176.95/copy)

348. Oklahoma manufacturers register.
   PDATE    INV DATE & NO.          AMOUNT VOUCHER NOTE
   08-23-02 08-14-02 859028-17     $91.95    5577 2003
   TOTAL 07-01-2002 to 06-30-2003     $91.95   ($91.95/copy)

349. Oregon manufacturers directory.
   PDATE    INV DATE & NO.          AMOUNT VOUCHER NOTE
   02-03-03 01-02-03 859028-26     $92.95    6089 2003
   TOTAL 07-01-2002 to 06-30-2003     $92.95   ($92.95/copy)

350. Pacific Exchange guide.
   PDATE    INV DATE & NO.          AMOUNT VOUCHER NOTE
   10-17-02 12-01-02 6602667      $533.43    5756 exp 12/2003
   TOTAL 07-01-2002 to 06-30-2003    $533.43   ($533.43/copy)

351. Paint red book.
   PDATE    INV DATE & NO.          AMOUNT VOUCHER NOTE
   02-03-03 10-25-02 0365365       $99.00    6073 12/1/2002 - 2003 ed.
   TOTAL 07-01-2002 to 06-30-2003     $99.00   ($99.00/copy)

352. Penal code of California.
   PDATE    INV DATE & NO.          AMOUNT VOUCHER NOTE
   01-10-03 12-20-02 803398232     $18.99    6029 2003 pam
   TOTAL 07-01-2002 to 06-30-2003     $18.99   ($18.99/copy)

353. Pennsylvania manufacturers register.
   PDATE    INV DATE & NO.          AMOUNT VOUCHER NOTE
   08-06-02 07-16-02 859028-12   $173.95    5532 2003
   TOTAL 07-01-2002 to 06-30-2003    $173.95   ($173.95/copy)
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354. Pension funds and their advisers.

355. Personal finance
   PDATE    INV DATE & NO.          AMOUNT VOUCHER NOTE
   09-25-02 09-06-02 0362672        $81.30    5688 exp. 01/2004
   TOTAL 07-01-2002 to 06-30-2003     $81.30   ($81.30/copy)

356. Phillips satellite industry directory.

357. Phillips telephone industry directory.

358. Phillips wireless industry directory.

359. Phillips wireless industry directory. Buyer's guide.

360. The Photonics directory.
   PDATE    INV DATE & NO.          AMOUNT VOUCHER NOTE
   02-03-03 10-25-02 0365365      $114.00    6073 1/1/2003
   TOTAL 07-01-2002 to 06-30-2003    $114.00   ($114.00/copy)

361. Platts directory of electric power producers and distributors.

362. PMD, Pharmaceutical marketers directory.
   PDATE    INV DATE & NO.          AMOUNT VOUCHER NOTE
   02-03-03 10-25-02 0365365      $167.50    6073 1/1/2003
   TOTAL 07-01-2002 to 06-30-2003    $167.50   ($167.50/copy)

363. Political handbook of the world.

364. Pratt's guide to venture capital sources.
   PDATE    INV DATE & NO.          AMOUNT VOUCHER NOTE
   09-16-02 08-27-02 4234622      $543.59    5677 2002 26th ed
   TOTAL 07-01-2002 to 06-30-2003    $543.59   ($543.59/copy)

365. Probate code.
   PDATE    INV DATE & NO.          AMOUNT VOUCHER NOTE
   01-10-03 12-20-02 803398232    $25.82     6029 2003 pam
   TOTAL 07-01-2002 to 06-30-2003     $25.82   ($25.82/copy)

366. The Professional tape reader.

367. Progressive grocer's ... marketing guidebook.
   PDATE    INV DATE & NO.          AMOUNT VOUCHER NOTE
   11-26-02 10-24-02 4250536      $441.59    5887 2003 w/map
   TOTAL 07-01-2002 to 06-30-2003    $441.59   ($441.59/copy)
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368. Rand McNally ... commercial atlas & marketing guide.
   PDATE     INV DATE & NO.          AMOUNT VOUCHER NOTE
   01-10-03 12-20-02 4267057    $1,285.73    6030 003 copies 2003 [illegible]
   TOTAL 07-01-2002 to 06-30-2003  $1,285.73   ($428.57/copy)

369. Reference book for world traders : a guide for exporters & importers.
   PDATE     INV DATE & NO.          AMOUNT VOUCHER NOTE
   09-25-02 09-06-02 0362672       $185.20    5688 exp. 01/01/2004
   TOTAL 07-01-2002 to 06-30-2003     $185.20   ($185.20/copy)

370. Reports required by Congress : CIS guide to executive communications.

371. Retirement letter.

372. Richard E. Band's profitable investing.
   PDATE     INV DATE & NO.          AMOUNT VOUCHER NOTE
   09-25-02 09-06-02 0362672       $215.09    5688 exp. 01/01/2004
   TOTAL 07-01-2002 to 06-30-2003     $215.09   ($215.09/copy)

373. Richard Russell's Dow theory letters incorporated.
   PDATE     INV DATE & NO.          AMOUNT VOUCHER NOTE
   08-06-02 08-06-02 080502        $250.00    5540 exp Oct.2003
   TOTAL 07-01-2002 to 06-30-2003     $250.00   ($250.00/copy)

374. Rich's everyday sales prospecting directory. Alameda County.

375. Rich's everyday sales prospecting directory. Contra Costa County.

376. Rich's everyday sales prospecting directory. San Francisco County.
   PDATE     INV DATE & NO.          AMOUNT VOUCHER NOTE
   01-13-03 01-09-03 28564          $57.65    6034 2003
   TOTAL 07-01-2002 to 06-30-2003      $57.65   ($57.65/copy)

377. Rich's everyday sales prospecting directory. San Mateo County

378. Rich's everyday sales prospecting directory. Santa Clara County.
   PDATE     INV DATE & NO.          AMOUNT VOUCHER NOTE
   12-17-02 11-21-02 28401          $66.39    5985 2003
   TOTAL 07-01-2002 to 06-30-2003      $66.39   ($66.39/copy)

379. Rich's high-tech business guide to Silicon Valley and Northern California.
   PDATE     INV DATE & NO.          AMOUNT VOUCHER NOTE
   10-07-02 09-18-02 28153         $261.15    5694 2002/2003
   TOTAL 07-01-2002 to 06-30-2003     $261.15   ($261.15/copy)
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   [illegible]
   [illegible]
   TOTAL 07-01-2002 to 06-30-2003     $[illegible]   ($[illegible]/copy)

381. RN & WPL encyclopedia.

382. RSMeans building construction cost data.
   PDATE    INV DATE & NO.         AMOUNT VOUCHER NOTE
   11-26-02 10-31-02 4252436      $113.87    5889 2003 61st ed.
   TOTAL 07-01-2002 to 06-30-2003    $113.87   ($113.87/copy)

383. RSMeans square foot costs.
   PDATE    INV DATE & NO.         AMOUNT VOUCHER NOTE
   12-17-02 11-14-02 4256394      $125.81    5983 2003  24th ed.
   TOTAL 07-01-2002 to 06-30-2003    $125.81   ($125.81/copy)

384. Rubber red book.
   PDATE    INV DATE & NO.         AMOUNT VOUCHER NOTE
   02-03-03 10-25-02 0365365      $115.00    6073 1/1/2003 - v. 55
   TOTAL 07-01-2002 to 06-30-2003    $115.00   ($115.00/copy)

385. San Francisco County commerce & industry directory.

386. The San Francisco realty index.

387. San Mateo County commerce & industry directory.

388. Santa Clara County commerce & industry directory.

389. Securities industry yearbook.
   PDATE    INV DATE & NO.         AMOUNT VOUCHER NOTE
   11-26-02 11-12-02 U696308      $153.86    5893 2002/2003
   TOTAL 07-01-2002 to 06-30-2003    $153.86   ($153.86/copy)

390. Sheshunoff banks and S&Ls of California.

391. Shopping center directory.
   PDATE    INV DATE & NO.         AMOUNT VOUCHER NOTE
   02-03-03 10-25-02 0365365      $695.00    6073 1/1/2003
   TOTAL 07-01-2002 to 06-30-2003    $695.00   ($695.00/copy)
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392. Small business [illegible]
   PDATE     INV DATE & NO.          AMOUNT VOUCHER NOTE
   [illegible]                       $602.06      [illegible]
   11-18-02 11-13-02 CM 010075  -$376.00    [illegible] 6906 Rate adj. for inv
   0362
                                                             672
   TOTAL 07-01-2002 to 06-30-2003    $226.06   ($602.06/copy)

393. Small business sourcebook.
   PDATE     INV DATE & NO.          AMOUNT VOUCHER NOTE
   08-28-02 08-27-02 SCM 37720  -$398.23     5594 return duplicate
   02-03-03 01-03-03 U789274      $414.20     6081 17th ed.
   TOTAL 07-01-2002 to 06-30-2003     $15.97   ($414.20/copy)

394. The Sourcebook of zip code demographics.

395. South Dakota manufacturers register.
   PDATE     INV DATE & NO.          AMOUNT VOUCHER NOTE
   02-03-03 01-02-03 859028-25    $74.95    6085 2003
   TOTAL 07-01-2002 to 06-30-2003     $74.95   ($74.95/copy)

396. Southern California business directory and buyers guide.

397. SRDS business publication advertising source.
   PDATE     INV DATE & NO.          AMOUNT VOUCHER NOTE
   11-15-02 11-15-02 11152002     $729.30    5788 exp 05/2004
   TOTAL 07-01-2002 to 06-30-2003    $729.30   ($729.30/copy)

398. SRDS community publication advertising source.
   PDATE     INV DATE & NO.          AMOUNT VOUCHER NOTE
   01-17-03 10-25-02 0365365      $218.07    6040 1/2003 v.85
   TOTAL 07-01-2002 to 06-30-2003    $218.07   ($218.07/copy)

399. SRDS consumer magazine advertising source.
   PDATE     INV DATE & NO.          AMOUNT VOUCHER NOTE
   11-15-02 11-15-02 11152002     $706.81    5788 exp 05/2004
   TOTAL 07-01-2002 to 06-30-2003    $706.81   ($706.81/copy)

400. SRDS direct marketing list source.
   PDATE     INV DATE & NO.          AMOUNT VOUCHER NOTE
   11-15-02 11-15-02 11152002     $572.94    5788 exp 06/2004
   TOTAL 07-01-2002 to 06-30-2003    $572.94   ($572.94/copy)

401. SRDS Hispanic media & market source.
   PDATE     INV DATE & NO.          AMOUNT VOUCHER NOTE
   02-03-03 02-03-03 02032003     $297.00    6083 exp 06/2004
   TOTAL 07-01-2002 to 06-30-2003    $297.00   ($297.00/copy)
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402. SRDS interactive advertising source.
   PDATE     INV DATE & NO.          AMOUNT VOUCHER NOTE
   [illegible] [illegible] [illegible]      $601.00    [illegible] v. 8
   TOTAL 07-01-2002 to 06-30-2003    $601.00   ($601.00/copy)

403. SRDS newspaper advertising source (Feb. 1994-)
   PDATE     INV DATE & NO.          AMOUNT VOUCHER NOTE
   11-15-02 11-15-02 11152002    $707.88    5788 exp 05/2004
   TOTAL 07-01-2002 to 06-30-2003    $707.88   ($707.88/copy)

404. SRDS radio advertising source.
   PDATE     INV DATE & NO.          AMOUNT VOUCHER NOTE
   11-15-02 11-15-02 11152002    $545.10    5788 exp 04/2004
   TOTAL 07-01-2002 to 06-30-2003    $545.10   ($545.10/copy)

405. SRDS TV & cable source.
   PDATE     INV DATE & NO.          AMOUNT VOUCHER NOTE
   11-15-02 11-15-02 11152002    $527.97    5788 exp 03/2004
   TOTAL 07-01-2002 to 06-30-2003    $527.97   ($527.97/copy)

406. SRI [microform].
   PDATE     INV DATE & NO.          AMOUNT VOUCHER NOTE
   08-19-02 07-17-02 R074671  $19,170.00    5560 Exp 12/2003
   TOTAL 07-01-2002 to 06-30-2003 $19,170.00   ($19,170.00/copy)

407. Standard & Poor's analysts' handbook.
   PDATE     INV DATE & NO.          AMOUNT VOUCHER NOTE
   11-19-02 11-13-02 0-42663   $1,114.26    5955 11/1/02-10/31/03
   TOTAL 07-01-2002 to 06-30-2003  $1,114.26   ($1.114.26/copy)

408. Standard & Poor's industry surveys.
   PDATE     INV DATE & NO.          AMOUNT VOUCHER NOTE
   09-25-02 09-06-02 0362672   $1,609.61    5688 exp. 02/01/2004
   03-17-03 01-13-03 S-30624     $162.73    6163 Rate Adj. for inv. 0362672
   TOTAL 07-01-2002 to 06-30-2003  $1,772.34   ($886.17/copy)

409. Standard & Poor's industry surveys.
   PDATE     INV DATE & NO.          AMOUNT VOUCHER NOTE
   08-22-02 08-13-02 S-99314     $169.03    5567 Rate Adj. for inv.0353101
   09-25-02 09-06-02 0362672   $3,116.39    5688 exp. 09/11/2004
   TOTAL 07-01-2002 to 06-30-2003  $3,285.42   ($1,642.71/copy)

410. Standard & Poor's insurance ratings service.

411. Standard & Poor's library reference shelf #2.
   PDATE     INV DATE & NO.          AMOUNT VOUCHER NOTE
   09-25-02 09-06-02 0362672   $3,828.48    5688 exp. 02/01/2004
   03-17-03 01-13-03 S-30624     $254.12    6163 Rate Adj. for inv. 0362672
   TOTAL 07-01-2002 to 06-30-2003  $4,062.60   ($2,031.30/copy)
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412  Standard & Poor's register of corporations, directors and executives.
   PDATE    INV DATE & NO.          AMOUNT VOUCHER NOTE
   09-25-02 09-06-02 0362672    $1,065.18    5688 exp. 02/01/2004
   TOTAL 07-01-2002 to 06-30-2003  $1,065.18   ($1,065.18/copy)

413. Standard & Poor's security dealers of North America.
   PDATE    INV DATE & NO.          AMOUNT VOUCHER NOTE
   09-25-02 09-06-02 0362672      $874.79    5688 exp. 02/01/2004
   TOTAL 07-01-2002 to 06-30-2003    $874.79   ($874.79/copy)

414. Standard & Poor's stock reports. New York Stock Exchange, American Stock
   Exchange, Nasdaq Stock Market and regional exchanges.
   PDATE    INV DATE & NO.          AMOUNT VOUCHER NOTE
   09-25-02 09-06-02 0362672    $2,620.25    5688 exp. 01/01/2004
   TOTAL 07-01-2002 to 06-30-2003  $2,620.25   ($2,620.25/copy)

415. Standard & Poor's/Trendline current market perspectives.
   PDATE    INV DATE & NO.          AMOUNT VOUCHER NOTE
   09-25-02 09-06-02 0362672      $459.01    5688 exp. 01/01/2004
   TOTAL 07-01-2002 to 06-30-2003    $459.01   ($459.01/copy)

416. Standard directory of advertisers.
   PDATE    INV DATE & NO.          AMOUNT VOUCHER NOTE
   02-03-03 01-14-03 U807978      $869.72    6078 2003
   TOTAL 07-01-2002 to 06-30-2003    $869.72   ($869.72/copy)

417. Standard directory of advertising agencies.
   PDATE    INV DATE & NO.          AMOUNT VOUCHER NOTE
   08-23-02 07-29-02 U458489      $870.83    5574 July 2002
   TOTAL 07-01-2002 to 06-30-2003    $870.83   ($870.83/copy)

418. Standard directory of international advertisers & agencies.

419. State yellow book.
   PDATE    INV DATE & NO.          AMOUNT VOUCHER NOTE
   12-19-02 11-27-02 5825344      $549.10    5995 002 copies Exp. 12/2003
   TOTAL 07-01-2002 to 06-30-2003    $549.10   ($274.55/copy)

420. The Statesman's yearbook.
   PDATE    INV DATE & NO.          AMOUNT VOUCHER NOTE
   10-07-02 09-19-02 4240821    $5,717.95    5692 034 copies 2003 139th ed.
   TOTAL 07-01-2002 to 06-30-2003  $5,717.95   ($168.17/copy)

421. Statistical yearbook. Annuaire statistique.

422. Strategic survey.
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423. The telecom source book.
   PDATE     INV DATE & NO.          AMOUNT VOUCHER NOTE
   02-03-03 10-25-02 0365365      $251.00    6073 1/1/2003 - 2003 ed
   TOTAL 07-01-2002 to 06-30-2003    $251.00   ($251.00/copy)

424. Telecommunications directory.
   PDATE     INV DATE & NO.          AMOUNT VOUCHER NOTE
   12-17-02 11-26-02 U727615      $671.98    5983 13th ed.
   TOTAL 07-01-2002 to 06-30-2003    $671.98   ($671.98/copy)

425. Tennessee manufacturers register.
   PDATE     INV DATE & NO.          AMOUNT VOUCHER NOTE
   11-13-02 10-25-02 859078-21    $96.95    5785 2003
   TOTAL 07-01-2002 to 06-30-2003     $96.95   ($96.95/copy)

426. Texas manufacturers register.

427. Thomas food & beverage market place.

428. Thomas food & beverage market place.
   PDATE     INV DATE & NO.          AMOUNT VOUCHER NOTE
   11-13-02 10-15-02 U630345      $540.21    5781 2002/2003
   TOTAL 07-01-2002 to 06-30-2003    $540.21   ($540.21/copy)

429. Thomas register of American manufacturers.

430. Thomas register of American manufacturers [microform].
   PDATE     INV DATE & NO.          AMOUNT VOUCHER NOTE
   02-03-03 10-25-02 0365365   $2,782.00    6073 1/1/2003
   TOTAL 07-01-2002 to 06-30-2003  $2,782.00   ($2,782.00/copy)

431. Thomson bank directory.

432. Thomson savings directory.

433. Thorndike encyclopedia of banking and financial tables. Yearbook.
   PDATE     INV DATE & NO.          AMOUNT VOUCHER NOTE
   09-16-02 08-19-02 9736296      $214.95    5673 thru 08/02
   TOTAL 07-01-2002 to 06-30-2003    $214.95   ($214.95/copy)

434. Trade Dimensions' ... directory of convenience stores.
   PDATE     INV DATE & NO.          AMOUNT VOUCHER NOTE
   08-12-02 07-22-02 4225914      $337.84    5550 2002
   TOTAL 07-01-2002 to 06-30-2003    $337.84   ($337.84/copy)
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435. Trade[illegible]
   PDATE     INV DATE & NO.          AMOUNT VOUCHER NOTE
   0[illegible] 12-[illegible]       $365.1[illegible]   [illegible]084 19th ed.
   TOTAL 07-01-2002 to 06-30-2003     $365.14   ($365.14/copy)

436. TradeDimensions ... market scope.

437. The Trademark register.

438. The Tradeshow week data book.
   PDATE     INV DATE & NO.          AMOUNT VOUCHER NOTE
   02-03-03 10-25-02 0365365      $423.95    6073 1/1/2003
   TOTAL 07-01-2002 to 06-30-2003     $423.95   ($423.95/copy)

439. Trendline daily action stock charts.
   PDATE     INV DATE & NO.          AMOUNT VOUCHER NOTE
   09-25-02 09-06-02 0362672   $1,021.95    5688 exp. 02/01/2004
   03-17-03 01-13-03 S-30624       $72.44    6163 Rate Adj. for inv. 0362672
   TOTAL 07-01-2002 to 06-30-2003  $1,094.39   ($547.19/copy)

440. The trial courts of the State of California in and for the City and County
   of San Francisco uniform local rules of court.

441. U.S. government periodicals index.

442. U.S. harmonized tariff schedule.
   PDATE     INV DATE & NO.          AMOUNT VOUCHER NOTE
   02-03-03 10-25-02 0365365      $699.00    6073 1/1/2003 v. 141
   TOTAL 07-01-2002 to 06-30-2003     $699.00   ($699.00/copy)

443. U.S. real estate register.
   PDATE     INV DATE & NO.          AMOUNT VOUCHER NOTE
   02-03-03 10-25-02 0365365      $87.50    6073 9/1/2003 v. 36
   TOTAL 07-01-2002 to 06-30-2003     $87.50   ($87.50/copy)

444. Uniform commercial code.
   PDATE     INV DATE & NO.          AMOUNT VOUCHER NOTE
   01-10-03 12-20-02 303398232    $24.96    6029 2003 pam
   TOTAL 07-01-2002 to 06-30-2003     $24.96   ($24.96/copy)

445. The United Nations disarmement yearbook.
   PDATE     INV DATE & NO.          AMOUNT VOUCHER NOTE
   01-17-03 10-13-02 0-74816      $71.66    6046 v.26
   TOTAL 07-01-2002 to 06-30-2003     $71.66   ($71.66/copy)
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446. United States code annotated.
   PDATE     INV DATE & NO.         AMOUNT VOUCHER NOTE
   [illegible]
   [illegible]
                                                  1 BKS)
   09-24-02 08-20-02 802558703   $247.53    5687 USCA T26 (2001-6400)(5
   vols)
   11-05-02 10-20-02 802961212   $263.15    5766 USCA T26(6401-End)&Index
   6V (
                                                  5 bks)
   11-05-02 10-20-02 802961212   $315.78    5766 USCA T38&T23-24 (6 Books)
   01-06-03 12-20-02 803394145   $210.52    6024 USCA T31 & T48 (4 books)
   01-28-03 01-20-03 803611374   $105.26    6058 USCA T50 (2 books)
   TOTAL 07-01-2002 to 06-30-2003  $1,393.68   ($232.28/copy)

447. United States code congressional and administrative news.
   PDATE     INV DATE & NO.         AMOUNT VOUCHER NOTE
   02-11-03 01-30-03 6013715689  $544.17    6098 2000 (5v.) & 2001 (4v.)
   Bound
                                                   Vols
   TOTAL 07-01-2002 to 06-30-2003    $544.17   ($544.17/copy)

448. The United States law week.
   PDATE     INV DATE & NO.         AMOUNT VOUCHER NOTE
   09-25-02 09-06-02 0362672   $1,279.24    5688 exp. 01/01/2004
   TOTAL 07-01-2002 to 06-30-2003  $1,279.24   ($1,279.24/copy)

449. Utah manufacturers register.

450. The value line investment survey.
   PDATE     INV DATE & NO.         AMOUNT VOUCHER NOTE
   09-25-02 09-06-02 0362672      $512.52    5688 002 copies exp. 07/01/2004
   TOTAL 07-01-2002 to 06-30-2003    $512.52   ($256.26/copy)

451. The Value line investment survey.
   PDATE     INV DATE & NO.         AMOUNT VOUCHER NOTE
   09-25-02 09-06-02 0362672  $13,140.32    5688 016 copies 16 copies/Jun&
   Jul
                                                 04
   03-17-03 01-13-03 CM-013912 -$1,596.00   6160 002 copies Publisher
   credit
   TOTAL 07-01-2002 to 06-30-2003 $11,544.32   ($821.27/copy)

452. The Value line mutual fund survey.
   PDATE     INV DATE & NO.         AMOUNT VOUCHER NOTE
   09-25-02 09-06-02 0362672      $355.06    5688 exp. 01/19/2004
   TOTAL 07-01-2002 to 06-30-2003    $355.06   ($355.06/copy)

453. Venture capital journal.
   PDATE     INV DATE & NO.         AMOUNT VOUCHER NOTE
   09-25-02 09-06-02 0362672   $1,538.60    5688 exp. 01/01/2004
   TOTAL 07-01-2002 to 06-30-2003  $1,538.60   ($1,538.60/copy)
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454. [illegible] [illegible] [microform] : California [illegible] [illegible]

455. Ward's automotive reports
   PDATE    INV DATE & NO.         AMOUNT VOUCHER NOTE
   09-25-02 09-06-02 0362672   $1,301.92    5688 exp. 03/31/2004
   03-17-03 01-13-03 S-30624      $26.24    6165 Rate Adj. for inv. 0362672
   TOTAL 07-01-2002 to 06-30-2003  $1,328.16   ($664.08/copy)

456. Ward's business directory of U.S. private and public companies.
   PDATE    INV DATE & NO.         AMOUNT VOUCHER NOTE
   10-08-02 09-12-02 4239051   $3,040.17    5709 45th ed
   TOTAL 07-01-2002 to 06-30-2003  $3,040.17   ($3,040.17/copy)

457. The Warehousing/distribution directory.

458. Washington information directory.

459. Washington manufacturers directory.

460. Washington representatives.
   PDATE    INV DATE & NO.         AMOUNT VOUCHER NOTE
   08-23-02 08-01-02 4228852     $161.66    5570 2002 26th ed.
   TOTAL 07-01-2002 to 06-30-2003    $161.66   ($161.66/copy)

461. The Waterlow stock exchange yearbook.

462. Weiss Ratings' guide to banks and thrifts.
   PDATE    INV DATE & NO.         AMOUNT VOUCHER NOTE
   10-07-02 08-30-02 3272988     $392.95    5701 4 issues
   TOTAL 07-01-2002 to 06-30-2003    $392.95   ($392.95/copy)

463. Weiss Ratings' guide to brokerage firms.

464. Weiss Ratings' guide to life, health and annuity insurers.

465. Weiss Ratings' guide to property and casualty insurers.
   PDATE    INV DATE & NO.         AMOUNT VOUCHER NOTE
   02-24-03 01-31-03 3350589     $195.95    6103 Winter 1/03
   TOTAL 07-01-2002 to 06-30-2003    $195.95   ($195.95/copy)

466. Weiss Ratings' guide to stock mutual funds.
   PDATE    INV DATE & NO.         AMOUNT VOUCHER NOTE
   12-23-02 11-27-02 3271017     $195.95    6014 Summer 2002
   TOTAL 07-01-2002 to 06-30-2003    $195.95   ($195.95/copy)

467. West Africa annual.
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[illegible]

468. West's annotated California codes.
   PDATE     INV DATE & NO.          AMOUNT VOUCHER NOTE
   [illegible]
   09-16-02 08-20-02 802564855    $130.00     5678 v.26-26E
   12-19-02 10-20-02 802963633     $43.40     5994 v.52 & v.52A
   12-19-02 10-20-02 802963633    $105.50     5994 v.28B pt 1-5
   01-10-03 12-20-02 803398232    $693.60     6029 2003 pp 38A-end, 2nd half
   TOTAL 07-01-2002 to 06-30-2003  $1,062.49   ($212.49/copy)

469. West's annotated California codes research guide.

470. West's California Judicial Council forms.
   PDATE     INV DATE & NO.          AMOUNT VOUCHER NOTE
   08-23-02 08-19-02 802342063     $62.93     5587 July 2002
   02-03-03 01-20-03 803613390     $54.24     6085 Jan 2003 v1 & 2
   TOTAL 07-01-2002 to 06-30-2003     $117.17   ($58.58/copy)

471. West's California legislative service.

472. Who writes what in life and health insurance.

473. Who's wealthy in America.

474. Who's who in American politics.

475. Who's who in finance and industry.

476. Who's who in greater Philadelphia.

477. Who's who in insurance.

478. Who's who in risk management.

479. Wiesenberger full service package.

480. Wisconsin manufacturers register.
   PDATE     INV DATE & NO.          AMOUNT VOUCHER NOTE
   08-23-02 08-07-02 850028-16    $129.95     5578 2003
   TOTAL 07-01-2002 to 06-30-2003     $129.95   ($129.95/copy)
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481. Women's & children's wear buyers.
   PDATE    INV DATE & NO.          AMOUNT VOUCHER NOTE
   02-03-03 10-25-02 0965765      $329.00    6073 10/1/2002   2003 ed.
   TOTAL 07-01-2002 to 06-30-2003    $329.00   ($329.00/copy)

482. The Working press of the nation.
   PDATE    INV DATE & NO.          AMOUNT VOUCHER NOTE
   11-13-02 10-10-02 4246983   $1,728.41    5779 003 copies 2003 3 vol set
   TOTAL 07-01-2002 to 06-30-2003  $1,728.41   ($576.13/copy)

483. World business directory / World Trade Centers Association.
   PDATE    INV DATE & NO.          AMOUNT VOUCHER NOTE
   11-26-02 11-12-02 U596308      $708.86    5893 11th ed.
   TOTAL 07-01-2002 to 06-30-2003    $708.86   ($708.86/copy)

484. World chamber of commerce directory.

485. World economic outlook.
   PDATE    INV DATE & NO.          AMOUNT VOUCHER NOTE
   11-26-02 11-07-02 4254535      $51.49    5888 April 2002
   01-10-03 12-11-02 4264104      $51.49    6031 9/2002
   TOTAL 07-01-2002 to 06-30-2003    $102.98   ($51.49/copy)

486. World market share reporter.

487. World retail directory.

488. Worldwide government directory, with international organizations.

489. Wyoming manufacturers directory.
   PDATE    INV DATE & NO.          AMOUNT VOUCHER NOTE
   12-23-02 11-19-02 859028-24    $63.95    6015 2003
   TOTAL 07-01-2002 to 06-30-2003     $63.95   ($63.95/copy)
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## BUSINESS DATABASES ELIGIBLE FOR FUHRMAN FUND EXPENDITURE:

2002-2003 Fiscal Year:

| **Vendor** | **Database** | **Amount** |
|---|---|---|
| Dun & Bradstreet | International Business Locator | $11,880 (pd) |
| FIS | Data Direct/FactSheets | $10,500 (pd) |
| Gale | RDS Business & Industry | 8,078 |
| Gale | Business & Company Resource Center<br>General Business File | $ 40,893 |
| Info USA | Reference USA | $28,500 (pd) |
| Lexis/Nexis | Statistical Universe | $ 8,300 |
| Kompass | Kompass USA | $ 1,045 (pd) |
| Proquest | ABI Inform | $ 34,340 (pd) |
| Rand | Rand California Statistical DB | $ 3,571 |
| **Total:** | | **$147,107.00** |

**Paid to date (3/15/03): $86,265**

DRAFT

*San Francisco Public Library Commission*
100 Larkin Street, San Francisco, CA 94102-4733
Phone 415.557.4233, Fax 415.557.4240

DOCUMENTS DEPT.
MAY 29 2003
SAN FRANCISCO
PUBLIC LIBRARY

# SAN FRANCISCO PUBLIC LIBRARY COMMISSION

Draft Minutes of the regular meeting of Thursday, May 1, 2003

The San Francisco Public Library Commission held its regular meeting on Thursday, May 1, 2003 in the Koret Auditorium, Main Library.

Vice President Steiman called the meeting to order at 4:07PM.

The following members were noted present: Commissioners Bautista, Chin, Coulter, and Steiman. President Higueras and Commissioners Streets and Strobin were reported excused attendance.

Vice President Steiman announced that as the Commission was expected to lose its quorum at 6PM she was reordering the meeting's agenda calling for Item # 9 Public Comment to betaken 1st followed by Item #2 Collection Management & Development, followed by Item #3 Children & Youth Services Report, then the remaining items in posted order as time permitted.

Willie L. Brown, Jr.
*Mayor*

Charles A. Higueras, A.I.A.
*President*

Carol Steiman
*Vice President*

Helen Marte Bautista
Lonnie K. Chin
Steven A. Coulter
Fran A. Streets
Deborah Strobin
*Commissioners*

Susan Hildreth
*City Librarian*

Michael Housh
*Commission Secretary*

## AGENDA ITEM #9 PUBLIC COMMENT

An anonymous member of the public expressed appreciation that Public Comment was taken up in view of the likelihood of the meeting being shortened noting that they had had prepared remarks but would only report on a lawsuit that this person had filed against the Library that had survived Summary Judgment and that the Library Commission should be informed about it and make appropriate policy. Mr. Peter Warfield called the Commissioners attention to a ruling by the Sunshine Task Force sustaining his complaint that the Library had violated the Sunshine Ordinance by not providing him with copies of the Richmond Branch Library Prop. 14 Application in a timely manner. Mr. Warfield additionally noted that Task Force members had criticized the Commission's process in approving the application.

## Commission discussion of AGENDA ITEM #9 PUBLIC COMMENT

In response to a question by Vice President Steiman, Deputy City Attorney Catharine Barnes reported that the City Attorney had determined that the Sunshine Task Force's order concerning Mr. Warfield's complaint was unlawful.

## AGENDA ITEM #2 COLLECTION MANAGEMENT & DEVELOPMENT

City Librarian Susan Hildreth introduced Jane Light, Director of the San Jose Public Library and Library Consultant Jeanne Goodrich for a presentation on library collection management and development (hand outs attached). Ms. Light described her professional background and reported on her extensive experience in managing and developing the San

Please note: These are draft Minutes subject to change by the Library Commission. Copies of Commission Minutes and handouts are available in the Office of the Commission Secretary, 100 Larkin Street, San Francisco, CA 94102

Jose Library's collection that facilitated collections with a high turnover rate indicating frequent circulation and strong in the subject areas most in demand by her library's users. Ms. Light then discussed the underlying principles of providing collections of library materials that provided what was wanted, in the ways they were wanted, and in a timely manner to library users. She noted her library was a system with one collection located in 18 sites and that its branch libraries were not islands but part of a system that could provide a requested item within 48 hours of a request. Ms. Light noted that while some materials were purchased with a particular location in mind, computer access to materials had allowed many users to access materials throughout the San Jose Library's collections. Ms. Light commented that items should earn their way into the shelves and earn the right to stay by being used. She pointed out that materials not circulating within a two year period could be considered for removal. Ms. Light noted that in today's library AV materials were as important to users as print. The San Jose Library Director suggested that librarians should trust their customers and tailor their acquisitions and retention to what users wanted. Ms. Light highlighted ways that new technologies could reduce barriers to making materials available and provide greater access to information, particularly for non-English speaking users. Ms. Light additionally pointed to declining use of print reference materials as more users accessed information electronically and noted that demand for periodicals had also declined. Ms. Light suggested that increased use of electronic resources and the options offered by ebooks were trends to watch.

The City Librarian then introduced Library Consultant Jeanne Goodrich. Ms. Goodrich lauded the work done in San Jose as exactly the right approach and provided a brief overview of her professional experience as well as ongoing involvement with San Francisco Public Library projects. Ms. Goodrich then gave the Commissioners a critical review of where San Francisco fell among libraries in terms of important use measurements, noting that in many branches materials circulated once a year or not at all where the rate should be at least 6 to 8 times per year. Additionally Ms. Goodrich noted that in many subject areas numbering holdings of over 100 volumes, the titles were old, out dated materials with only two or three current volumes with publication dates during the past three years. This situation in some critical healthcare related subject areas such as hormone replacement therapies or diabetes meant that users were exposed to mainly outdated and even dangerous misinformation. Ms. Goodrich cited the recent experience of the fast growing Clark County (Las Vegas) Nevada Public Library system as an example of how change can be managed to provide library users with up to date information and materials while making widely available a variety of materials on subjects and areas of interest they wanted. Ms. Goodrich called attention to their high turnover rate and noted that it was important that libraries take the pulse of their users wants and add new materials. She suggested that it was a mistake to hold on to materials not being used and highlighted the advantages of using an easily accessible system of user holds for materials and active use of interlibrary loan to widen the use and availability of materials in library collections.

## Public comment on AGENDA ITEM #2 COLLECTION MANAGEMENT & DEVELOPMENT

An anonymous member of the public commented that the library was a comprehensive resource and that some library professionals regarded low circulation figures as reflective of a high quality collection. This person found inflammatory the report that having outdated information on the shelf could pose a hazard and noted that older books were valuable. Mr. Peter Warfield suggested that if popularity were the benchmark minority views would be driven out. Mr. Warfield noted the importance of balance in library collections and remarked that in his view the value of the public library was in the range of viewpoints. Mr. Warfield commented that too much weight should not be given to the popular and that many of the library's books were old and worn, needed rebinding and refreshment as well as better cataloging to make them accessible. Ms. Sue Cauthen, commented on the wide variety of branch collections and citing the Marina Branch, noted that people often complained about not being able to find what they wanted and that surveys indicated that 78% branch library users wanted more books rather than AV materials.

## Commission discussion of AGENDA ITEM #2 COLLECTION MANAGEMENT & DEVELOPMENT

Commissioner Coulter recalled past controversies concerning removal of materials that did not circulate, pointing out that some opposed any weeding, and noted that it was important to rely on the professionalism of our librarians to replace old materials with new. Ms. Light remarked that while balance could be important in a collection, it was not always true that having some of everything was preferred to having multiple copies of the best wanted titles available. She suggested that it was best to rely on the judgment of librarians as to how to keep materials of lesser interest available as needed. In response to a question by Vice President Steiman regarding keeping literary and historical materials active in collections, she noted that minority views and historical materials should be highlighted to call attention to them and encourage greater use. Ms. Light noted that having a variety of library collections sharing a peer network of actively circulating materials made more items available to a wider audience of users and maximized the resources available to all. In response to another query by Vice President Steiman, Ms. Light commented that shared access to catalogs made sure that all subject areas in a broad range of titles could be found. Ms. Light noted that this resulted in a far richer collection available through an informal network of shared library resources with each library having some special differing subject emphasis that enriched the whole. Commissioner Chin remarked that common sense and intelligence indicated that materials wanted by users should be provided, calling attention to the large number of members of the public who don't come to meetings and speak out but who want and use a wide variety of materials in diverse media as opportunities to learn. Commissioner Chin noted that our libraries should not be warehouses and that out of date materials should be withdrawn. In response to questions by Commissioner Bautista, Ms. Light explained about the numerous ways surveys were conducted to evaluate what library users were using and what they wanted, calling attention to San Jose's annual citywide repots on performance measures accomplished during the year.

## AGENDA ITEM #3 CHILDREN & YOUTH SERVICES REPORT

Ms. Toni Bernardi, Chief of Children and Youth Services, presented a detailed overview of the library's plans (copy attached) for Summer Reading 2003 "Team Up with Books" themed program highlighting the resources devoted during the Summer (June 7 –August 9) to young readers of every level throughout the library system. Ms. Bernardi called attention to this year's Summer Reading Club and "KidPower" activities, and discussed the wide array of weekly activities planned for each branch. Mr. Bernardi then informed the Commissioners concerning the likely impact of the SFUSD elimination of Summer School for its elementary level students and its curtailment for middle and high school students. She noted that while the ultimate effect was unclear she noted that the Department of Children, Youth & their Families was attempting to line up activities to bridge the gap. The Chief of Children & Youth Services reported that libraries unlike Summer School were open throughout the Summer and that she was proposing to send letters to principals, teachers, and parents informing them of the Library's Summer reading activities and encouraging participation. She noted, while not a substitute for Summer School, there would be a wide variety of beneficial programs available for every interest and ability level. Ms Bernardi then discussed the Teen Summer programs, noting that Summer reading activities for teens were among the fastest growing activities in her department. She noted that from virtually non-existent dedicated services for youth 14 to 18 prior to the enactment of Prop. E (Library Preservation Fund) and despite limited resources , lack of dedicated teen spaces, and ever growing demand, a good foundation had been created for meeting Teen users needs through development of specialized collections, hiring dedicated staff, and providing programs to assist with college/career preparation, cultural enrichment, and access to research tools. Ms. Bernardi reminded the Commissioners of the importance of programs as a socially interactive way to capture current teen interests where print materials often lag behind and lauded the work of the Library's Teen Advisory Council as a resource and trainer, in evaluating services, and as an effective means for youth to let staff know about their interests. The Chief of Children & Youth Services decried the lack of dedicated teen spaces, suggesting that it sent a message that Teens' needs were unimportant and strongly urged that the branch renovation program not sacrifice devoted youth spaces. Ms Bernardi then introduced members of the Teen Advisory Council to share their views with the Commissioners. Martrice Chandler, a library user since age 11 and an original member of the Teen Advisory Council, called the library crucial in providing the information resources teens needed calling attention to homework help programs and providing inviting and friendly places to study and work. Ms. Chandler noted that teen users were the future of the library. Annie Yu, a 14 year old member of the Teen Advisory Council, called the Commissioners attention to needed improvements, such as more dedicated spaces for teens, more computers for teen users, and explained that there was often a problem with adults using computers assigned for teen use. Ms Yu also urged development of more, larger, and comfortable dedicated teen serving spaces calling attention to a successful model at the Boston Public Library. Brian Hom, a Teen Advisory Council member very interested in technology, also urged that more computers be made available to tech savvy teen users and suggested that tech support tailored for teen users be developed. Brain pointed out that ever more demanding homework assignments required greater computer access and more

Internet time be made available for Teen student. Brian also noted the problems when adult users monopolized computers intended for teens, and additionally recommended catalog improvements that would be helpful for teen users. Ms. Bernardi noted that the teens' voices had been heard and that, while the library had come along way, much remained to be done.

Vice President Steiman limited public comment to 2 minutes to allow everyone who wished to speak in view of the short time left before the meeting must conclude.

## Public comment on AGENDA ITEM #3 CHILDREN & YOUTH SERVICES REPORT

Martrice Chandler, Teen Advisory Council, pointed out that youth were often forgotten and that the library provided the resources to inspire confidence and help youth success. Ms. Chandler called attention to the Library's outreach to young people but noted that improvements were still needed citing more specialized youth collections and above all more dedicated teen computer access at the Main Library and in branches, citing in particular the need for more computers at the Sunset Branch. She also suggested that the "KidPower" program be opened to younger students. Erica, a Teen from Treasure Island, echoed the call for more dedicated computer access for teens citing the demands of homework and the importance it played in getting good grades. Erica also recommended allowing teens more time when using the teen dedicated computers. Betsy Levine, SFPL Teen Librarian, urged the Commissioners to look beyond just buildings and create popular collections that would bring youth into the library for love of learning. Ms. Levine noted that youth must not be ignored and that she was excited about efforts to provide more resources for youth.

## Commission discussion of AGENDA ITEM #3 CHILDREN & YOUTH SERVICES REPORT

Commissioner Chin applauded the teens voicing their needs to the Commission, noting that the teen users wanted more media and computers instead of just books and unlike some older patrons were not afraid of technology. Commissioner Chin voiced support for the youth's requests for greater access to more technological resources and digital media. Vice President Steiman pointed out that online access to information was critical to students being able to keep up with the heavy homework demands required of students today, noting that in this context books could be limited and inefficient in providing a broad range of information needed. In response to questions by Commissioner Chin, Teen Council members discussed the need for faster catalog access, more computer resources in branches, especially Chinatown, and pointed to the success of the Chinatown "Teenzine" project. Other Teen Advisory Council members spoke about the interest of teen users in access to online music as well as a great interest in animation. In response to a question by Vice President Steiman it was emphasized that dedicated Teen spaces were very important as a quiet place to study and important in fostering an interest in learning. Vice President Steiman expressed regret that as the Commission was about to lose its quorum this interesting discuss would have to come to an end. Commission Chin expressed regret that she had to leave and expressed happiness at the good turnout by teens. Commissioner Bautista noted a need for follow-up discussions on finding ways to make more dedicated computers available to teens as well as address the question of making teen computers off limits to adult users

## AGENDA ITEM #11 ADJOURNMENT

MOTION: by Commissioner Coulter, seconded by Commissioner Bautista that the meeting be adjourned.

ACTION: AYE 4-0 (Chin, Bautista, Coulter, Steiman)

The meeting was adjourned at 6:01PM

Michael Housh, Commission Secretary 5/9/03

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Copies of Public Comment Summary Statements as authorized by San Francisco Administrative Code Section 67.16 can be found in Appendix A. These summary statements are provided by the speaker and their contents are neither generated by, nor subject to approval or verification of accuracy by, the San Francisco Public Library Commission.

Minutes of the regular Commission Meeting of May 1, 2003

# Appendix A

Library Commission meeting of April 1, 2003

The Public Comment Summary Statements included in these Minutes are authorized by San Francisco Administrative Code Section 67.16..

These summary statements are provided by the speaker. Their contents are neither generated by, nor subject to approval or verification of accuracy by, the San Francisco Public Library Commission.

*The number of members of the public who spoke anonymously at this meeting. 1*

# Appendix A

Library Commission meeting of April 1, 2003

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**Public Comment of An Anonymous Citizen**

San Francisco Public Library Commission Meeting, May 1, 2003

Item 2:
Collection Development & Management

**"The public thinks exactly the opposite of what these two ladies think.**

**The public thinks we have libraries so that they can be a comprehensive historical, literary and intellectual resource, and that the primary indication of success is not the statistics.**

**We are not placing a premium on dollars and the effective use of space.**

**This unsigned and undated memo cites low circulation, but that may indicate professionals who recognize valuable materials and may be a sign of quality.**

**The public is looking for a high-quality collection. The analogy to menopause is inflammatory. There the received wisdom has recently changed, and it represents a challenge to the medical community.**

**When we are in the middle of a war with Iraq, the lessons that can be learned from books about World War II, or the Korean War, or even the Franco-Prussian War are profound and those books need to be there."**

# Appendix A

Library Commission meeting of April 1, 2003

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*The number of members of the public who spoke anonymously at this meeting. 1*

**Public Comment of An Anonymous Citizen**
San Francisco Public Library Commission Meeting, May 1, 2003

Item 9:
Public Comment

**"My sincere thanks for taking this necessary agenda item first.**

**My prepared remarks were predicated on the City Librarian's Report and the presence of Commissioner Streets. Since neither of those conditions apply, I will make only part of my comment.**

**I want to begin by stating that one of my lawsuits against you has survived summary judgment.**

**This falls within the context of the Ha, Ha, We Lied/Gotcha Game, and let me be the first to say, "Gotcha."**

**The point should be that the Library Commission is fully informed and has made a policy decision. Not only has that not happened, but the City Attorney's office does not understand the suit.**

**The politics is such that perhaps the City Attorney's Office is attempting to persuade me that they don't understand the case when in fact they do. The permutations, involutions and complications get too complicated too quickly."**

# Appendix A

Library Commission meeting of April 1, 2003

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*The number of members of the public who spoke anonymously at this meeting. 1*

**Public Comment of An Anonymous Citizen**
San Francisco Public Library Commission Meeting, April 1, 2003

Item 1:
Approval of the Minutes: March 4, 2003

**"I wish that the citizen summaries were not stapled and distributed separately. The requirement is that they be included.**

**Based on our discussion at the previous meeting, I find that I owe the secretary an apology. It never occurred to me that the tortured lack of grammar in the minutes was an attempt to keep the gender of the anonymous citizen private. The convention is that identity and gender are not the same thing and even if they are it is common that the masculine includes the feminine. There are plenty of people who don't agree with that and I suppose the policy has to accommodate those people too.**

**The change called for under approval of the minutes was in fact made.**

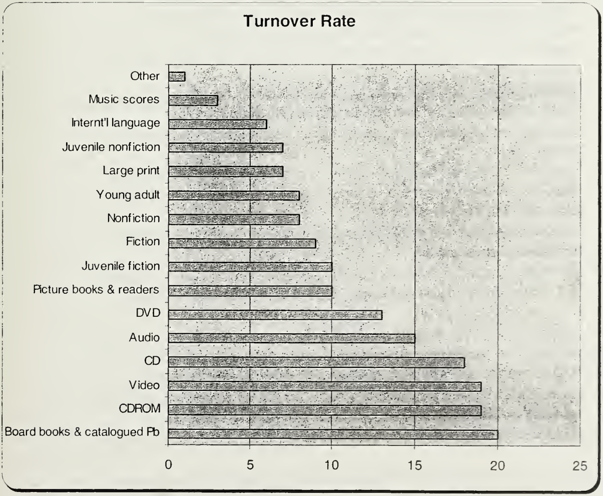
**The description of the comments of the anonymous citizen under general public comment regarding the difficulties of public accountability is substantially what was said."**

## Collection Usage: A Measure of Collection Vitality

> *A low **Circulation per Capita** coupled with a low **Turnover Rate** may indicate a library with a large noncirculating collection, many out of date materials, or a collection not well-matched to its users' interests.*
>
> Output Measures for Public Libraries
> 2d edition, 1987

Collection vitality and relevance is measured by usage. Just as a merchant would be dismayed if his stock didn't sell, a librarian should be concerned if library materials don't move. This concern is even more crucial for branch collections since they, by definition, should be serving the neighborhood within which they are located.

The SFPL branch collections are, in many cases, barely moving at all. When analysis was conducted in 2001, it was found that turnover in SFPL branches ranged from .9 (that is less than once a year) to 6.1. Turnover rates will vary considerably by type of material (poetry may only be 4, board books could be 40!). At the Multnomah County library, for example, branch turnover ranges from 6.8 to 17.4. Turnover will vary by type of material:



Library materials that don't move are costly in a number of ways:

- It costs money to select, order, catalog and process an item
- It costs money to house an item
- It costs money to remove an item that has been unsuccessful
- Something on the shelf can give a false impression that the library has material on a particular subject or has sufficient materials in general
- Counterintuitive as it may seem to some, full shelves discourage finding wanted materials and browsing
- Unattractive and outdated materials produce the impression that nothing of worth is available, even if better items are owned but are circulating
- Spending over $400 a square foot to house materials that don't circulate makes no sense (Portola branch staff report that 80% of their collection is on the shelf; active branch systems report that 40-60% of their collection is out at any given time).

Strategies for improving turnover and circulation per capita include:

- Paying attention to what users and non-users say they want and providing it (Binder Research results, library plan input, and branch planning input tell us that people want more up to date books, more popular books, more copies of popular titles, more DVDs, CDs, and videos, and more books in the languages they want to read)
- Tracking usage and trends and weeding out non-productive titles (something is NOT better than nothing in many cases)
- Segment your service markets and design collections and services for them
- Merchandising materials attractively to entice usage
- Shelving materials so that they can be easily found
- Utilizing the web and other means to let people know what the library has
- Tying programming and outreach in with library materials (book clubs and discussion groups, materials linked to community events and activities, etc.)
- Centralizing selection while providing a means for branch staff to provide localized input
- Utilizing vendor services such as drop shipping and preprocessing and cataloging to speed the delivery of materials to the end user

Swift turn-around is possible. A little over two years ago the Las Vegas-Clark County Library District was dismayed to learn that its circulation, turnover rate, and community relevance was abysmal, despite a healthy materials budget, large, well-placed buildings, and a dedicated staff. In just two years, circulation is up 65% and turnover has soared. The branches serving the most disadvantaged have seen circulation increases of up to 48% in one year's time!

As Dr. Mel Pohl, Chair of the Board of Trustees wrote in the library's annual report, "we listened…and now provide more titles faster than ever…offer more books, videos, DVDs and CDs in Spanish and Asian languages as well as a

wider selection of African American titles...[provide customer services online]...offer many activities and programs celebrating the four nationally recognized cultural heritage months..."

It's not just a matter of funds or demographics:

- Both San Francisco and San Jose allot less than 12% of their operating budgets to materials, placing them both in the bottom quartile for libraries their size
- San Jose's materials budget is 60% of San Francisco's. They maintain 17 branches to SFPL's 26
- San Jose's circulation per capita is 10.2 compared to San Francisco's 7
- Multnomah County's circulation per capita is 21, Queens (large, diverse, dense population is 7.5 and Brooklyn's is 4.6 (neighboring system of about the same size and complexion)
- How do other indicators look:

| **Library** | **Visits Per Capita** | **Reference Per Capita** | **Turnover** | **Quartile** |
|---|---|---|---|---|
| San Francisco | 7.2 | 1.4 | 2.9 | Lower |
| San Jose | 5.5 | 0.4 | 4.98 | Upper |
| Multnomah | 6.9 | 1.6 | 7.34 | Highest |
| Queens | 7.4 | 1.5 | 4.6 | High |
| Brooklyn | 3.6 | 2.8 | 1.58 | Lower |

CITY OF
SAN JOSE
CAPITAL OF SILICON VALLEY

# *Fact Sheet*

## SAN JOSE PUBLIC LIBRARY

San José Public Library is the largest public library between San Francisco and Los Angeles. A multi-ethnic and culturally diverse community is served by the Dr. Martin Luther King, Jr. Main Library, 17 branches and a bookmobile. Daily, 24-hour access to selected services is facilitated by eBranch, the library's ADA compliant website: www.sjpl.lib.ca.us. All library facilities have a trained and dedicated staff, in addition to state-of-the-art computer catalogs. Residents may obtain quick facts or search tips from home or office by phone, email or live chat reference.

### MISSION

San José Public Library enriches lives by fostering lifelong learning and by ensuring that every member of the community has access to a vast array of ideas and information.

### SIGNIFICANT STATISTICS (FY 2001/02)

**Population served**: 917,971
**Facilities: 18**
**Staff : 360 FTE**

**Inventory:** 2,108,284 items
**Languages in collections**: 50+
**Items Loaned**: 11,635, 848

**Circulation per capita**: 12.7
**Reference questions answered**: 500,345
**Operating Budget:** $24.5 million

### QUICK FACTS

| | |
|---|---|
| **Literacy** | *Partners in Reading* provides instruction in basic reading and writing skills for adult learners. In the past year, family literacy component and the technology initiatives were expanded.<br>*Books for Little Hands* offers a comprehensive early literacy program for pre-school children. Included are classroom book bags, curriculum theme kits, early literacy education, and a take home book bag component, *My Books and I.*<br>*Summer Reading Celebration* promotes reading as an enriching and affordable leisure-time activity for youth and their families. Special programs encourage use of the library as a community resource. |
| **eBranch** | Facilitates 24-hour access to information through: links to a wide variety of websites organized by subject; remote access to extensive information databases covering business, health, literature, test preparation and more; access to the online catalog permitting remote searching, self-placement of requests, self-renewal and telephone renewal; access to email and live chat reference help as well as online book clubs and e-books. |
| **Internet Instruction** | Introductory, specialized and bilingual classes designed to meet the needs of all age levels. Computer labs are located at the Dr. King Main Library, Biblioteca Latinoamericana, and Hillview Branch. |
| **Bookmobile/DOS** | For those customers who cannot visit our libraries in person, our bookmobile and our Disability Outreach Service (DOS) can arrange for delivery of library materials and services to childcare centers, schools, senior residential complexes, and other neighborhood locations throughout San José. |
| **Partnerships** | San Jose L.E.A.R.N.S., The Tech Museum Pass Program, the Young Audiences of the Bay Area ArtsCard Program, Discovery Story Time at the Children's Discovery Museum and the new Dr. Martin Luther King, Jr. Library, a collaboration of the City of San José and San José State University. |

### COMPARATIVE LIBRARY EXPENDITURES/PER CAPITA*

| | |
|---|---|
| ➢ San Jose | $28 |
| ➢ San Francisco | $55 |
| ➢ Oakland | $35 |
| ➢ San Diego | $25 |
| ➢ Santa Clara County | $52 |

| | |
|---|---|
| **City Librarian:** | Jane Light |
| **Phone:** | (408) 277-4822 |
| **eBranch:** | www.sjpl.lib.ca.us |

With the exception of per capita expenditures, statistics reflect FY2001/02.

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* Source: California State Library/California Library Statistics 2001. Comparative expenditure figures based on fiscal year 2000-2001

# SUMMER 2003 UPDATE

## Overview of SFPL program

Theme: Team Up With Books
Dates: June 7-August 9 (9 weeks)
Components:

- Summer Reading Club – children receive prizes for reading set numbers of hours
    - Birth through 13
    - No set times to participate except that they must register and begin within the nine weeks

- Kid Power – young people 11-16 volunteer to help with the summer reading program and other tasks within the library
    - Kid Power volunteers sign up to volunteer for a number of hours throughout the summer
    - Children's librarian trains KP volunteers in duties and assignments and explains their obligations
    - KP volunteers work through the agreed-upon time period and receive a t-shirt and prize for completing their service

- Weekly activity – each branch also serves as an activity destination over the summer. In addition to story times and film events, each location will offer one special activity per week aimed at the family audience. These will include such programs as the balloon story lady, magicians, story tellers, player visits from the Giants and Cyber Rays, award winning singer Gunnar Madsen, science programs with lizards, insects and bats and ongoing collaboration with Young Audiences of the Bay Area with two of their featured performances.
- Free For Kids – a listing of free activities throughout the city, along with transportation information
- Sports Book For Reading Fun – a listing of exciting fiction and nonfiction covering a wide variety of sports at varied reading levels

## SFUSD Summer School situation

Very limited summer school provided:

- Middle and high school special education students
- Middle and high school students scoring below/around 40% on the required tests (includes fifth graders entering 6th grade)
- No elementary students

Regrettable for SFUSD students, but it is unclear on how this will affect the library for a variety of reasons:

- DCYF is working with community CBOs to find funding to increase their ability to absorb more children into their programs.
- While we may see an increase in individual children, we will see a decrease in class visits to the library during summer. Summer schools have often used our libraries as the school library is not necessarily available to them
- The Library is open all the 11-12 weeks of summer and runs an active 9 week program in that period. Summer school varies between 4-5 weeks and is usually morning only.

What the Library is doing:

- Trying to increase availability of board games and other activities for children
- Looking the possibility of increasing film programs
- Creating craft activities which children can do on their own within the library
- Encouraging library staff to attend community meetings being sponsored by DCYF to see how we can support the CBOs working with children throughout the city
- Encouraging principals and teachers to have students participate in the Library's Summer Reading program to at least keep up reading skills

The situation is fluid and actual effects unknown. The Library has had its Summer Program set for the past two to three months. While we cannot serve as a substitute for summer school we will continue to provide a variety of cultural, entertaining and literary based event and activities.

# TEEN SERVICES UPDATE

**Teen population**

37,574 youth 13 through 18 years of age according to the 2000 census
Census projection of 56,193 by 2010 (California State Dept. of Finance/ Demographic Research Unit)

**What existed at SFPL for teens 10 years ago:**

- General reference service
- **No** targeted collections
- **No** space/area reflecting their particular needs or interests
- **No** staff dedicated to building services or resources to meet their particular needs
- **No** programs or activities reflecting their interests and concerns

Making the San Francisco Public Library relevant to teens depends upon the following:

1. Staff
2. Collections
3. Programs
4. Space

## Staff

- Staffing

Current: 1 Teen Services Specialist
1 Main Library Teen Librarian
1 Youth Guidance Center Librarian
2 Branch Teen librarians (Bayview, Sunset, ) with two additional positions at Excelsior and Chinatown which are vacant.
Planned addition: .5 for Richmond
Richmond area
Mission
.5 to Main

This long term goal would provide 6.5 librarians serving the branch system, 1.5 at Main, and 1 at the Youth Guidance Center as well as the Teen Specialist for the system. Current and tentatively planned "home" sites for the branch teen librarians would be subject to change as we note the effects of site renovations on use patterns at particular branches. However, the broad geographic assignment would remain the same.

## Collections

As noted earlier, there were no collections for teens just a few years ago, and no budget set aside for purchase of materials for those collections. Currently, all branches have Teen Collections that vary in size depending upon space and teen demand.

Since the passage of Prop E, money has been set aside specifically for the purchase of materials for teens. Collection emphasis is on:

- College and careers
- Physical and emotional growth issues
- Teen culture and entertainment
- Reading for pleasure
- Reflecting the cultural make up of youth and the fact that they often speak English as a second language

Research and report interests are met through adult collections.

This emphasis has had a major effect on circulation of teen materials:

| | |
|---|---|
| 1997-98 | 138,441 |
| 2001-2002 | 351,554 |

25,464 Teen library card registrations

## Programs

Programming is a major focus in the development of effective services for teens:

- A social age
- An interactive generation
- Many interests are so current that information in print is not readily available
- Area teens are in need of positive places and activities

In 2001-2002, SFPL provided 947 programs and class visits for 13,623 youth. Programs included:

- Class instruction in use of library materials and resources for homework
- College/career assistance - Working with Friends and Foundation and the College Access Center to provide
    - SAT programs
    - College application assistance
    - College choice exploration
    - Financial aid assistance
    - Job interview training
- Summer Reading
    - 535 enrolled last summer
- General programming
    - Word for Word performing short stories by Sandra Cisneros
    - WritersCorps poetry workshops
    - Book groups at John O'Connell and Lincoln High
    - DJ workshops and breakdance series
    - Cartooning
    - Author visits
- Teen Advisory Council
- Teens as resources/trainers
    - Teens are evaluating the service they receive at various locations

  - GLBT youth appeared in a panel discussion in front of staff on how to best serve them

## Space

No location currently has a visual focus that tells teens "you are welcome here". Instead, if a teen walks in, he sees an area for children and an area for adults. In effect, there is nothing that validates their existence and their importance. The implication is that adults and young children are important enough for the library to create a space for them, but that youth are not. They are an invisible population.

The renovation of our branch system provides us with an unparalleled opportunity to create a space within each library that lets teens know the minute they walk in the door that we:

- Welcome them
- Value them
- Have materials and resources that interest them and respond to their needs
- Are a place relevant to them
- We are a destination for them

Placing a few materials in a corner or at the end of some shelves as we do now, and labeling that a Teen Collection does not accomplish the objective of creating a teen-welcome space. Such an approach insists that youth remain an invisible population. As we move forward with branch renovations, Teen Space should be considered of major importance in reaching out to the community. It should be considered on a par with the affinity centers created within the Main. Such spaces area a way to validate young people, their importance to us and their value to the communities across the city. At a time when many resources are being withdrawn from our youth, we have a unique chance to step up and commit to them and to their future.

The San Francisco Public Library has come a long way in the past few years in the provision of services to teens. We have a long way to go. If we continue with the approach outlined here, we should eventually achieve effective, responsive, youth driven services and resources that will enable the Library to help our city's youth to explore their life options and create the lives that they want for themselves.

**San Francisco Public Library**
**Strategic Planning**

**Community Planning Committee**
**April 23, 2003**

**Present:** Luis Calderon, Alan D'Souza, Elizabeth Juarez, John Kenny, Doug King, Judith Lujan, Marcia Popper, Hon. Carol Steiman, Joan Walton, Blaine Waterman, Jensa Woo, Monique Zmuda

**SFPL Observers:** Susan Hildreth, Paul Underwood, Toni Bernardi, Marcia Schneider, Roberto Estevez, Mary Hudson

**Facilitator:** Gail McPartland

## Update on the Planning Process

Since the last Community Planning Committee meeting on Feb. 19, much work has been done on the plan. Highlights include:

- Feb 26 – First meeting of the Staff Focus Group to review and perform a SWOT (Strengths, Weaknesses, Opportunities, Threats) on the preliminary service responses chosen at the Feb. 19 meeting.
- Mar 4 – Update on planning activities provided to the Library Commission
- Mar 26 – Second meeting of the Staff Focus Group to complete work on the SWOT analysis of the preliminary service responses

Members also reviewed two strategic planning products to demonstrate how the strategic plan might be used. First, a brochure titled "San Francisco Public Library System, A Community Vision, Five-Year Plan" a brochure from a previous planning exercise that is used to promote the library's commitment to the community. Second, a strategic plan for the Richmond Branch drafted by Paul Underwood, Deputy City Librarian, which is required as part of the library's application for state monies for branch renovations and new buildings. The Richmond plan incorporates several elements from the previous *Planning for Results* model, including service needs, goals and objectives. Note the "service needs" are now referred to as "service responses".

## Review Visioning, Needs, Needs the Library Can Address, Preliminary Service Responses

Members reviewed a handout summarizing the outcomes of the Feb. 19 meeting, including a vision of San Francisco for the future, the needs if the vision is to be accomplished, needs the library can address, and the preliminary service responses chosen to assist in reaching the vision.

## Review and Discussion of the Preliminary Service Responses

Members reviewed the 5 chosen preliminary service responses, using tools extracted from the *New Planning for Results* and feedback from the Staff Focus Groups.

Commons – "helps address the need of people to meet and interact with others in their community and to participate in public discourse about community ideas."

In the group discussion, members found this problematic as a service choice since meeting space is for the most part a fixed entity in the libraries. Members felt the goal of community meeting space would compete with space for collections. One member suggested 'clustering' the commons by designating specific branches to serve multiple neighborhoods in the community. This would alleviate the need for commons space in each branch. Members also voiced concerns that "commons" being achieved through technology such as videoconferencing since it seems to address a specific need and clientele at this time and is not a mainstream technology yet. Specific issues raised by members:

- Problematic – branches have fixed footprints
- Community rooms complete with space with the collections
- Chiefly used by seniors and youth after school
- Problems being all things to all people
- Space/footprints of branches might create disparities in services in different communities
- Branches – Can the commons be 'clustered' in service areas so branches with good meeting space can be designated as a commons for multiple areas?
- Quiet study areas are also needed
- Noise barriers are needed
- Collections need room
- Videoconferencing
    - would bring opportunities to the library
    - would bring library to neighborhoods
    - would it be for large groups or small groups?
    - Who would have access?
- Would draw community to library to facilitate use of other services
- Common area for groups
- Programs are different than meeting space
- Staff time is required for programs
- Can we forego other services to have spaces open after hours?
- Flexible space/flexible use

General Information – "helps meet the need for information answers to questions on a broad array of topics related to work, school, and personal life"

Members discussed the ongoing need for trained, professional library staff to assist in answering a broad array of questions for patrons. Concern was expressed over the amount of time librarians spend troubleshooting computers and training people to use technology versus assisting with actual questions. There was an acknowledgement that information is now technology-driven and that technology will continue to play a dominant role in delivering information. Specific issues raised by members:

- Is there staff buy-in? Or is staff resistant to change?
- Lots of change is happening and will continue to happen, e.g. the new online catalog
- Patron resistance to change
- Old [catalog] system falls apart – librarians spend more time troubleshooting, spend more time as technicians
- Technology is increasing and more information is available online only
- Can we have 'roving' techs to alleviate burden on library staff?
- Do we still need reference with the Internet? YES!!!
    - To provide quality control on information
    - To assist people when the Internet fails
    - To help interpret information
    - To find resource that are in books and other materials besides the Internet
- Need librarians, not technicians
- Librarians have advanced searching skills and are able to find information quicker
- Need more librarians with high-level skills, not technicians
- 24hr/email reference is very valuable, e.g. Q and A Café, an online reference service that is available throughout the state
- Kids/Youth – how to reach this group?
    - Prominently display "Ask a question" on the website
    - Electronic resources become more valuable as people become more computer savvy
    - One-on-one interactions as teaching mechanism for evaluating tools
    - Reinforces need for classes
    - Tie website to school websites
    - Can we increase the role in schools?

Government Information – "helps satisfy the need for information about elected officials and governmental agencies that enables people to participate in the democratic process."

Members acknowledged the strong collection of government information already being collected. Concerns were raised about outreach and marketing of the service so the community would be aware of the valuable resource. Specific issues raised by members:

- Library does well in this area
- A resource for government agencies and others

- Staff raised concerns over the issue of partisanship. Could the library remain a neutral entity if it engaged in civic discourse?
- Question regarding staff concerns about Librarians' Index to the Internet indexing San Francisco sites. Can they do a good job? [N.B. Roberto Esteves reports on a contract with Librarians' Index to the Internet in which they will actively index SF sites. The staff concerns raised earlier appear to have been settled.]
- Would be nice to let public know what's available
- Programs where the library posts election results and tax information are highly regarded
- Can we have more publicity in branches?
- Public training – attendees aren't aware of the depth of content on the website
- Consider a docent operation where volunteers promote the service to outside organizations such as schools; don't promote only from the website
- Library a gateway to government information, resources and services; not just documents, e.g. efforts are underway in the City to enable 311 as a telephone exchange for government referral services

Information Literacy – "helps address the need for skills related to finding, evaluating, and using information effectively."

Members acknowledge the growing need for critical thinking skills in people of all ages. There is concern over the library taking an active role in this area since an effective program would require large amounts of staff resources. Members wondered if the library was the better place for solving this issue and considered other venues to address the problem, including local community colleges. Specific issues raised by members:

- Lack of critical thinking skills
- Library has a critical, evolving role.
- Branches do conduct orientations and classroom visits
- Outreach
- Main library has 2 distinct computer labs; labs are not available at the branches
- Information is in a transition period – from print to electronic
- What do you teach?
- Web versus print resources
- Concern over staff reaction
- Is staff unwillingness really fear?
- Duplication of effort? Isn't this being taught at City College?
- What is budget impact
- Can it help local librarians by alleviating need for one-on-one instruction?
- Will there be staff overload?
- Look outside existing budget
    - Will we diminish collections to provide instruction?

    - Can we use volunteers and what would union reaction be?
- How will this make the library more robust?
- Investment in literacy
- Create a traveling training program to circulate among branches
- Create self-paced teaching

Lifelong Learning – "helps address the desire for self-directed personal growth and development opportunities."

Members discussing this topic found a need for in this area. They would like to see a library role in preserving general literature, classic works and authors, and poetry. Beyond preserving literature, they see an active library role in introducing people to classic works. Specific issues raised by members:
- Focus on targeted collections
- What about general literature, authors, poetry, etc.
- Classics – need to have more than one copy in the system and need to provide supporting materials
- Libraries introduce people to works

Addendum from the Staff Focus Group

As a follow-on discussion, members heard a staff suggestion that the Community Planning Committee reconsider a service response under "Current Topics and Titles" as a good fit for current reading and a great place to highlight the book collection. The staff response stressed that reading, books and all library collections and services can be a strong element of some or all the final service responses.

### Selection of the Library Service Responses

The New Planning for Results model recommends focusing the strategic plan on three – no more than four – service responses. Based on the in-depth discussion, members are asked to select three service responses the library should focus on in the final plan. Before final selection, members were asked to review the original list of 13 Library Service Responses to determine if any should be reconsidered as the final service responses are selected. Members asked that Current Topics and Titles be added to the final selection process.

To determine group consensus, members were asked to vote on their top three choices for the library service responses. Members gave three (3) points to their top choice, two (2) points to their second choice, and one (1) point to their third choice. Outcomes of the informal polling showed the following results:

| Service Response | Actual Votes | Vote Total | Ranking |
|---|---|---|---|
| Commons | 1 – 1 – 1 | 3 | 5 |
| Current Topics and Titles | 3 – 2 – 2 – 2 | 9 | 3 |
| General Information | 3 – 3 - 2 – 3 – 3 – 3 – 3 - 2 –1 | 23 | 1 |
| Government Information | 2 – 1 – 1 - 1 | 5 | 4 |
| Information Literacy | 2 | 2 | 6 |
| Lifelong Learning | 2 – 1 – 1 – 2 – 3 - 3 | 12 | 2 |

Members were asked if the informal polling agreed with the consensus of the group. Members acknowledged agreeing with the outcome.

Based on the outcome, the Community Planning Committee will recommend the library focus on three service areas: General Information, Lifelong Learning, and Current Topics and Titles in the draft strategic plan. Members were reminded that the outcome will be reviewed with the Library Commission. The Commission may alter or amend the chosen service responses.

Members were thanked for participating in the service response selection process and reminded that they will have an opportunity to review the final draft plan at the June 18 meeting.

**Next Steps**

- Library Commission will review the service responses at their May 1 meeting
- Library staff will draft goals, objectives, and measurables for the plan
- Draft plan will be presented to the Community Planning Group at an open meeting on June 18, 2003, 4-6pm, Latino/Hispanic Room A

DOCUMENTS DEPT.
JUN 6 2003
SAN FRANCISCO
PUBLIC LIBRARY

*San Francisco Public Library Commission*
100 Larkin Street, San Francisco, CA 94102-4733
Phone 415.557.4233, Fax 415.557.4240

# SAN FRANCISCO PUBLIC LIBRARY COMMISSION

Willie L. Brown, Jr.
*Mayor*

Charles A. Higueras, A.I.A.
*President*

Carol Steiman
*Vice President*

Helen Marte Bautista
Lonnie K. Chin
Steven A. Coulter
Fran A. Streets
Deborah Strobin
*Commissioners*

Susan Hildreth
*City Librarian*

Michael Housh
*Commission Secretary*

## Minutes of the regular meeting of Thursday, May 1, 2003

(As approved amended June 5, 2003)

The San Francisco Public Library Commission held its regular meeting on Thursday, May 1, 2003 in the Koret Auditorium, Main Library.

Vice President Steiman called the meeting to order at 4:07PM.

The following members were noted present: Commissioners Bautista, Chin, Coulter, and Steiman. President Higueras and Commissioners Streets and Strobin were reported excused attendance.

Vice President Steiman announced that as the Commission was expected to lose its quorum at 5:45PM she was reordering the meeting's agenda calling for Item #9 Public Comment to betaken 1st followed by Item #2 Collection Management & Development, followed by Item #3 Children & Youth Services Report, then the remaining items in posted order as time permitted.

## AGENDA ITEM #9 PUBLIC COMMENT

An anonymous member of the public expressed appreciation that Public Comment was taken up in view of the likelihood of the meeting being shortened. This individual also informed the Commissioners concerning the status of a lawsuit that they had filed against the Library. Mr. Peter Warfield called the Commissioners attention to a ruling by the Sunshine Task Force sustaining his complaint that the Library had violated the Sunshine Ordinance.

## Commission discussion of AGENDA ITEM #9 PUBLIC COMMENT

In response to a question by Vice President Steiman, Deputy City Attorney Catharine Barnes reported that the City Attorney had determined that the Sunshine Task Force's order concerning Mr. Warfield's complaint was unlawful.

## AGENDA ITEM #2 COLLECTION MANAGEMENT & DEVELOPMENT

City Librarian Susan Hildreth introduced Jane Light, Director of the San Jose Public Library and Library Consultant Jeanne Goodrich for a presentation on library collection management and development (hand outs attached). Ms. Light described her professional background and reported on her extensive experience in managing and developing the San Jose Library's collection that facilitated collections with a high turnover rate indicating frequent circulation and strong in the subject areas most in demand by her library's users. Ms. Light then discussed the underlying principles of providing collections of library materials that provided what was wanted, in the ways they were wanted, and in a timely manner to library users. She noted her library was a system with one collection located in 18 sites and that its branch libraries were not islands but part of a system that could provide a requested item within 48 hours of a request. Ms. Light noted that while some materials were purchased with a particular location in mind, computer access to materials had allowed many users to access materials throughout the San Jose Library's collections. Ms. Light commented that items should earn their way into the shelves and earn the right to stay by being used. She pointed out that materials not circulating within a two year period could be considered for removal. Ms. Light noted that in today's library AV materials were as important to users as print. The San Jose Library Director suggested that librarians should trust their customers and tailor their acquisitions and retention to what users wanted. Ms. Light highlighted ways that new technologies could reduce barriers to making materials available and provide greater access to information, particularly for non-English speaking users. Ms. Light additionally pointed to declining use of print reference materials as more users accessed information electronically and noted that demand for periodicals had also declined. Ms. Light suggested that increased use of electronic resources and the options offered by ebooks were trends to watch.

The City Librarian then introduced Library Consultant Jeanne Goodrich. Ms. Goodrich lauded the work done in San Jose as exactly the right approach and provided a brief overview of her professional experience as well as ongoing involvement with San Francisco Public Library projects. Ms. Goodrich then gave the Commissioners a critical review of where San Francisco fell among libraries in terms of important use measurements, noting that in many branches materials circulated once a year or not at all where the rate should be at least 6 to 8 times per year.

### Public comment on AGENDA ITEM #2 COLLECTION MANAGEMENT & DEVELOPMENT

An anonymous member of the public opined that the library was a comprehensive resource and that some library professionals regarded low circulation figures as reflective of a high quality collection. Mr. Peter Warfield suggested that if popularity were the benchmark minority views would be driven out. Ms. Sue Cauthen, commented on the wide variety of branch collections and citing the Marina Branch, noted that people often complained about not being able to find what they wanted.

### Commission discussion of AGENDA ITEM #2 COLLECTION MANAGEMENT & DEVELOPMENT

Commissioner Coulter recalled past controversies concerning removal of materials that did not circulate, pointing out that some opposed any weeding, and noted that it was important to rely on the professionalism of our librarians to replace old materials with new. Commissioner Coulter observed that the Library had not done a good job in explaining its collection management policies. Ms. Light remarked that while balance could be important in a collection, it was not always true that having some of everything was preferred to having multiple copies of the best wanted titles available. She suggested that it was best to rely on the judgment of librarians as to how to keep materials of lesser interest available as needed. In response to a question by Vice President Steiman regarding keeping literary and historical materials active in collections, she noted that minority views and historical materials should be highlighted to call attention to them and encourage greater use. Ms. Light noted that having a variety of library collections sharing a peer network of actively circulating materials made more items available to a wider audience of users and maximized the resources available to all. In response to another query by Vice President Steiman, Ms. Light commented that shared access to catalogs made sure that all subject areas in a broad range of titles could be found. Ms. Light noted that this resulted in a far richer collection available through an informal network of shared library resources with each library having some special differing subject emphasis that enriched the whole. Commissioner Chin remarked that common sense and intelligence indicated that materials wanted by users should be provided, calling attention to the large number of members of the public who don't come to meetings and speak out but who want and use a wide variety of materials in diverse media as opportunities to learn. Commissioner Chin noted that our libraries should not be warehouses and that out of date materials should be withdrawn. In response to questions by Commissioner Bautista, Ms. Light explained about the numerous ways surveys were conducted to evaluate what library users were using and what they wanted, calling attention to San Jose's annual citywide repots on performance measures accomplished during the year.

## AGENDA ITEM #3 CHILDREN & YOUTH SERVICES REPORT

Ms. Toni Bernardi, Chief of Children and Youth Services, presented a detailed overview of the library's plans (copy attached) for Summer Reading 2003 "Team Up with Books" themed program highlighting the resources devoted during the Summer (June 7 –August 9) to young readers of every level throughout the library system. Ms. Bernardi called attention to this year's Summer Reading Club and "KidPower" activities, and discussed the wide array of weekly activities planned for each branch. Mr. Bernardi then informed the Commissioners concerning the likely impact of the SFUSD elimination of Summer School for its elementary level students and its curtailment for middle and high school students. She noted that while the ultimate effect was unclear she noted that the Department of Children, Youth & their Families was attempting to line up activities to bridge the gap. The Chief of Children & Youth Services reported that libraries unlike Summer School were open throughout the Summer and that she was proposing to send letters to principals, teachers, and parents informing them of the Library's Summer reading activities and encouraging participation. She noted, while not a substitute for Summer School, there would be a wide variety of beneficial programs available for every interest and ability level. Ms Bernardi then discussed the Teen Summer programs, noting that Summer reading activities for teens were among the fastest growing activities in her department. She noted that from virtually non-existent dedicated services for youth 14 to 18 prior to the enactment of Prop. E (Library Preservation Fund) and despite limited resources , lack of dedicated teen spaces, and ever growing demand, a good foundation had been created for meeting Teen users needs through development of specialized collections, hiring dedicated staff, and providing programs to assist with college/career preparation, cultural enrichment, and access to research tools. Ms. Bernardi reminded the Commissioners of the importance of programs as a socially interactive way to capture current teen interests where print materials often lag behind and lauded the work of the Library's Teen Advisory Council as a resource and trainer, in evaluating services, and as an effective means for youth to let staff know about their interests. The Chief of Children & Youth Services decried the lack of dedicated teen spaces, suggesting that it sent a message that Teens' needs were unimportant and strongly urged that the branch renovation program not sacrifice devoted youth spaces.

Ms Bernardi then introduced members of the Teen Advisory Council to share their views with the Commissioners. Martrice Chandler, a library user since age 11 and an original member of the Teen Advisory Council, called the library crucial in providing the information resources teens needed calling attention to homework help programs and providing inviting and friendly places to study and work. Ms. Chandler noted that teen users were the future of the library. Annie Yu, a 14 year old member of the Teen Advisory Council, called the Commissioners attention to needed improvements, such as more dedicated spaces for teens, more computers for teen users, and explained that there was often a problem with adults using computers assigned for teen use. Ms Yu also urged development of more, larger, and comfortable dedicated teen serving spaces calling attention to a successful model at the Boston Public Library. Brian Hom, a Teen Advisory Council member very interested in technology, also urged that more computers be made available to tech savvy teen users and suggested that tech support tailored for teen users be developed. Brian pointed out that ever more demanding homework assignments required greater computer access and more Internet time be made available for Teen students. Brian also noted the problems when adult users monopolized computers intended for teens, and additionally recommended catalog improvements that would be helpful for teen users. Ms. Bernardi noted that the teens' voices had been heard and that, while the Library had come along way, much remained to be done.

Vice President Steiman limited public comment to 2 minutes to allow everyone who wished to speak in view of the short time left before the meeting must conclude.

Public comment on AGENDA ITEM #3 CHILDREN & YOUTH SERVICES REPORT

Martrice Chandler, Teen Advisory Council, pointed out that youth were often forgotten and that the library provided the resources to inspire confidence and help youth success. Ms. Chandler called attention to the Library's outreach to young people but noted that improvements were still needed citing more specialized youth collections and above all more dedicated teen computer access at the Main Library and in branches, citing in particular the need for more computers at the Sunset Branch. She also suggested that the "KidPower" program be opened to younger students. Erica, a teen from Treasure Island, echoed the call for more dedicated computer access for teens citing the demands of homework and the importance it played in getting good grades. Erica also recommended allowing teens more time when using the teen dedicated computers. Betsy Levine, SFPL Teen Librarian, urged the Commissioners to look beyond just buildings and create popular collections that would bring youth into the library for love of learning. Ms. Levine noted that youth must not be ignored and that she was excited about efforts to provide more resources for youth.

Commission discussion of AGENDA ITEM #3 CHILDREN & YOUTH SERVICES REPORT

Commissioner Chin applauded the teens voicing their needs to the Commission, noting that the teen users wanted more media and computers instead of just books and unlike some older patrons were not afraid of technology. Commissioner Chin voiced support for the youth's requests for greater access to more technological resources and digital media. Vice President Steiman pointed out that online access to information was critical to students being able to keep up with the heavy homework demands required of students today, noting that in this context books could be limited and inefficient in providing a broad range of information needed. Other Teen Advisory Council members spoke about the interest of teen users in access to online music as well as a great interest in animation. In response to a question by Vice President Steiman it was emphasized that dedicated Teen spaces were very important as a quiet place to study and important in fostering an interest in learning. Vice President Steiman expressed regret that as the Commission was about to lose its quorum this interesting discuss would have to come to an end. Commission Chin expressed regret that she had to leave and expressed happiness at the good turnout by teens. Commissioner Bautista noted a need for follow-up discussions on finding ways to make more dedicated computers available to teens as well as address the question of making teen computers off limits to adult users

## AGENDA ITEM #11 ADJOURNMENT

MOTION: by Commissioner Coulter, seconded by Commissioner Bautista that the meeting be adjourned.

ACTION: AYE 4-0 (Chin, Bautista, Coulter, Steiman)

The meeting was adjourned at 6:01PM

Michael Housh, Commission Secretary 6/6/03

Please note: Any amended text in these Minutes appears in alternative typeface.

Copies of Commission Minutes and handouts are available in the Office of the Commission Secretary, 100 Larkin Street, San Francisco, CA 94102

Copies of Public Comment Summary Statements as authorized by San Francisco Administrative Code Section 67.16 can be found in Appendix A. These summary statements are provided by the speaker and their contents are neither generated by, nor subject to approval or verification of accuracy by, the San Francisco Public Library Commission.

# Appendix A

Library Commission meeting of May 1, 2003

The Public Comment Summary Statements included in these Minutes are authorized by San Francisco Administrative Code Section 67.16..

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*The number of members of the public who spoke anonymously at this meeting. 1*

# Appendix A

Library Commission meeting of May 1, 2003

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**Public Comment of An Anonymous Citizen**

San Francisco Public Library Commission Meeting, May 1, 2003

Item 9:
Public Comment

**"My sincere thanks for taking this necessary agenda item first.**

**My prepared remarks were predicated on the City Librarian's Report and the presence of Commissioner Streets. Since neither of those conditions apply, I will make only part of my comment.**

**I want to begin by stating that one of my lawsuits against you has survived summary judgment.**

**This falls within the context of the Ha, Ha, We Lied/Gotcha Game, and let me be the first to say, "Gotcha."**

**The point should be that the Library Commission is fully informed and has made a policy decision. Not only has that not happened, but the City Attorney's office does not understand the suit.**

**The politics is such that perhaps the City Attorney's Office is attempting to persuade me that they don't understand the case when in fact they do. The permutations, involutions and complications get too complicated too quickly."**

# Appendix A

Library Commission meeting of May 1, 2003

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*The number of members of the public who spoke anonymously at this meeting. 1*

**Public Comment of An Anonymous Citizen**

San Francisco Public Library Commission Meeting, May 1, 2003

Item 2:
Collection Development & Management

**"The public thinks exactly the opposite of what these two ladies think.**

**The public thinks we have libraries so that they can be a comprehensive historical, literary and intellectual resource, and that the primary indication of success is not the statistics.**

**We are not placing a premium on dollars and the effective use of space.**

**This unsigned and undated memo cites low circulation, but that may indicate professionals who recognize valuable materials and may be a sign of quality.**

**The public is looking for a high-quality collection. The analogy to menopause is inflammatory. There the received wisdom has recently changed, and it represents a challenge to the medical community.**

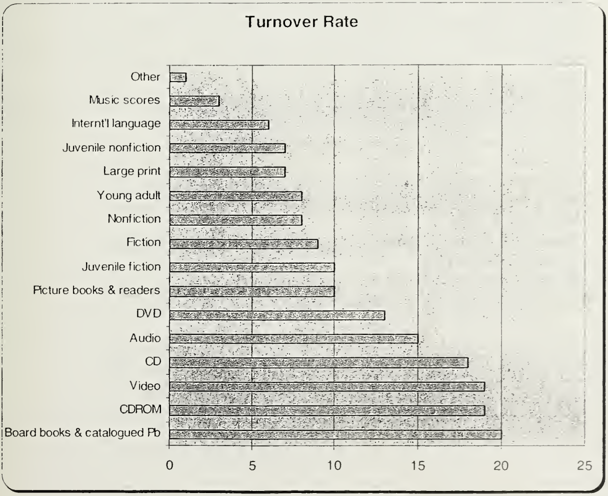
**When we are in the middle of a war with Iraq, the lessons that can be learned from books about World War II, or the Korean War, or even the Franco-Prussian War are profound and those books need to be there."**

## Collection Usage: A Measure of Collection Vitality

> *A low **Circulation per Capita** coupled with a low **Turnover Rate** may indicate a library with a large noncirculating collection, many out of date materials, or a collection not well-matched to its users' interests.*
>
> Output Measures for Public Libraries
> 2d edition, 1987

Collection vitality and relevance is measured by usage. Just as a merchant would be dismayed if his stock didn't sell, a librarian should be concerned if library materials don't move. This concern is even more crucial for branch collections since they, by definition, should be serving the neighborhood within which they are located.

The SFPL branch collections are, in many cases, barely moving at all. When analysis was conducted in 2001, it was found that turnover in SFPL branches ranged from .9 (that is less than once a year) to 6.1. Turnover rates will vary considerably by type of material (poetry may only be 4, board books could be 40!). At the Multnomah County library, for example, branch turnover ranges from 6.8 to 17.4. Turnover will vary by type of material:



Library materials that don't move are costly in a number of ways:

- It costs money to select, order, catalog and process an item
- It costs money to house an item
- It costs money to remove an item that has been unsuccessful
- Something on the shelf can give a false impression that the library has material on a particular subject or has sufficient materials in general
- Counterintuitive as it may seem to some, full shelves discourage finding wanted materials and browsing
- Unattractive and outdated materials produce the impression that nothing of worth is available, even if better items are owned but are circulating
- Spending over $400 a square foot to house materials that don't circulate makes no sense (Portola branch staff report that 80% of their collection is on the shelf; active branch systems report that 40-60% of their collection is out at any given time).

Strategies for improving turnover and circulation per capita include:

- Paying attention to what users and non-users say they want and providing it (Binder Research results, library plan input, and branch planning input tell us that people want more up to date books, more popular books, more copies of popular titles, more DVDs, CDs, and videos, and more books in the languages they want to read)
- Tracking usage and trends and weeding out non-productive titles (something is NOT better than nothing in many cases)
- Segment your service markets and design collections and services for them
- Merchandising materials attractively to entice usage
- Shelving materials so that they can be easily found
- Utilizing the web and other means to let people know what the library has
- Tying programming and outreach in with library materials (book clubs and discussion groups, materials linked to community events and activities, etc.)
- Centralizing selection while providing a means for branch staff to provide localized input
- Utilizing vendor services such as drop shipping and preprocessing and cataloging to speed the delivery of materials to the end user

Swift turn-around is possible. A little over two years ago the Las Vegas-Clark County Library District was dismayed to learn that its circulation, turnover rate, and community relevance was abysmal, despite a healthy materials budget, large, well-placed buildings, and a dedicated staff. In just two years, circulation is up 65% and turnover has soared. The branches serving the most disadvantaged have seen circulation increases of up to 48% in one year's time!

As Dr. Mel Pohl, Chair of the Board of Trustees wrote in the library's annual report, "we listened…and now provide more titles faster than ever…offer more books, videos, DVDs and CDs in Spanish and Asian languages as well as a

wider selection of African American titles…[provide customer services online]…offer many activities and programs celebrating the four nationally recognized cultural heritage months…”

It's not just a matter of funds or demographics:

- Both San Francisco and San Jose allot less than 12% of their operating budgets to materials, placing them both in the bottom quartile for libraries their size
- San Jose’s materials budget is 60% of San Francisco’s. They maintain 17 branches to SFPL's 26
- San Jose’s circulation per capita is 10.2 compared to San Francisco’s 7
- Multnomah County’s circulation per capita is 21, Queens (large, diverse, dense population is 7.5 and Brooklyn’s is 4.6 (neighboring system of about the same size and complexion)
- How do other indicators look:

| | | Reference | | |
|---|---|---|---|---|
| **Library** | **Visits Per Capita** | **Per Capita** | **Turnover** | **Quartile** |
| San Francisco | 7.2 | 1.4 | 2.9 | Lower |
| San Jose | 5.5 | 0.4 | 4.98 | Upper |
| Multnomah | 6.9 | 1.6 | 7.34 | Highest |
| Queens | 7.4 | 1.5 | 4.6 | High |
| Brooklyn | 3.6 | 2.8 | 1.58 | Lower |

AN JOSE
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# *Fact Sheet*

SAN JOSE PUBLIC LIBRARY

n José Public Library is the largest public library between San Francisco and Los Angeles. A multi-ethnic and culturally diverse nmunity is served by the Dr. Martin Luther King, Jr. Main Library, 17 branches and a bookmobile. Daily, 24-hour access to selected vices is facilitated by eBranch, the library's ADA compliant website: www.sjpl.lib.ca.us. All library facilities have a trained and dedicated ff, in addition to state-of-the-art computer catalogs. Residents may obtain quick facts or search tips from home or office by phone, email ive chat reference.

## ISSION

n José Public Library enriches lives by fostering lifelong learning and by ensuring that every member of the community has access to a t array of ideas and information.

## GNIFICANT STATISTICS (FY 2001/02)

**pulation served**: 917,971
**cilities: 18**
**aff** : 360 FTE

**Inventory:** 2,108,284 items
**Languages in collections**: 50+
**Items Loaned**: 11,635, 848

**Circulation per capita**: 12.7
**Reference questions answered**: 500,345
**Operating Budget:** $24.5 million

## JICK FACTS

| | |
|---|---|
| **teracy** | *Partners in Reading* provides instruction in basic reading and writing skills for adult learners. In the past year, family literacy component and the technology initiatives were expanded.<br>*Books for Little Hands* offers a comprehensive early literacy program for pre-school children. Included are classroom book bags, curriculum theme kits, early literacy education, and a take home book bag component, *My Books and I.*<br>*Summer Reading Celebration* promotes reading as an enriching and affordable leisure-time activity for youth and their families. Special programs encourage use of the library as a community resource. |
| **ranch** | Facilitates 24-hour access to information through: links to a wide variety of websites organized by subject; remote access to extensive information databases covering business, health, literature, test preparation and more; access to the online catalog permitting remote searching, self-placement of requests, self-renewal and telephone renewal; access to email and live chat reference help as well as online book clubs and e-books. |
| **ernet Instruction** | Introductory, specialized and bilingual classes designed to meet the needs of all age levels. Computer labs are located at the Dr. King Main Library, Biblioteca Latinoamericana, and Hillview Branch. |
| **okmobile/DOS** | For those customers who cannot visit our libraries in person, our bookmobile and our Disability Outreach Service (DOS) can arrange for delivery of library materials and services to childcare centers, schools, senior residential complexes, and other neighborhood locations throughout San José. |
| **rtnerships** | San Jose L.E.A.R.N.S., The Tech Museum Pass Program, the Young Audiences of the Bay Area ArtsCard Program, Discovery Story Time at the Children's Discovery Museum and the new Dr. Martin Luther King, Jr. Library, a collaboration of the City of San José and San José State University. |

## IPARATIVE LIBRARY EXPENDITURES/PER CAPITA*

| | |
|---|---|
| San Jose | $28 |
| San Francisco | $55 |
| Oakland | $35 |
| ➢ San Diego | $25 |
| ➢ Santa Clara County | $52 |

**City Librarian:** Jane Light
**Phone:** (408) 277-4822
**eBranch:** www sjpl.lib.ca.us

n the exception of per capita expenditures, statistics reflect FY2001/02.
urce: California State Library/California Library Statistics 2001. Comparative expenditure figures based on fiscal year 2000-2001.

# SUMMER 2003 UPDATE

## Overview of SFPL program

Theme: Team Up With Books
Dates: June 7-August 9 (9 weeks)
Components:

- Summer Reading Club – children receive prizes for reading set numbers of hours
  - Birth through 13
  - No set times to participate except that they must register and begin within the nine weeks

- Kid Power – young people 11-16 volunteer to help with the summer reading program and other tasks within the library
  - Kid Power volunteers sign up to volunteer for a number of hours throughout the summer
  - Children's librarian trains KP volunteers in duties and assignments and explains their obligations
  - KP volunteers work through the agreed-upon time period and receive a t-shirt and prize for completing their service

- Weekly activity – each branch also serves as an activity destination over the summer. In addition to story times and film events, each location will offer one special activity per week aimed at the family audience. These will include such programs as the balloon story lady, magicians, story tellers, player visits from the Giants and Cyber Rays, award winning singer Gunnar Madsen, science programs with lizards, insects and bats and ongoing collaboration with Young Audiences of the Bay Area with two of their featured performances.
- Free For Kids – a listing of free activities throughout the city, along with transportation information
- Sports Book For Reading Fun – a listing of exciting fiction and nonfiction covering a wide variety of sports at varied reading levels

## SFUSD Summer School situation

Very limited summer school provided:

- Middle and high school special education students
- Middle and high school students scoring below/around 40% on the required tests (includes fifth graders entering 6th grade)
- No elementary students

Regrettable for SFUSD students, but it is unclear on how this will affect the library for a variety of reasons:

- DCYF is working with community CBOs to find funding to increase their ability to absorb more children into their programs.
- While we may see an increase in individual children, we will see a decrease in class visits to the library during summer. Summer schools have often used our libraries as the school library is not necessarily available to them
- The Library is open all the 11-12 weeks of summer and runs an active 9 week program in that period. Summer school varies between 4-5 weeks and is usually morning only.

What the Library is doing:

- Trying to increase availability of board games and other activities for children
- Looking the possibility of increasing film programs
- Creating craft activities which children can do on their own within the library
- Encouraging library staff to attend community meetings being sponsored by DCYF to see how we can support the CBOs working with children throughout the city
- Encouraging principals and teachers to have students participate in the Library's Summer Reading program to at least keep up reading skills

The situation is fluid and actual effects unknown. The Library has had its Summer Program set for the past two to three months. While we cannot serve as a substitute for summer school we will continue to provide a variety of cultural, entertaining and literary based event and activities.

# TEEN SERVICES UPDATE

**Teen population**

37,574 youth 13 through 18 years of age according to the 2000 census
Census projection of 56,193 by 2010 (California State Dept. of Finance/ Demographic Research Unit)

**What existed at SFPL for teens 10 years ago:**

- General reference service
- **No** targeted collections
- **No** space/area reflecting their particular needs or interests
- **No** staff dedicated to building services or resources to meet their particular needs
- **No** programs or activities reflecting their interests and concerns

Making the San Francisco Public Library relevant to teens depends upon the following:

1. Staff
2. Collections
3. Programs
4. Space

## Staff

- Staffing

Current: 1 Teen Services Specialist
1 Main Library Teen Librarian
1 Youth Guidance Center Librarian
2 Branch Teen librarians (Bayview, Sunset, ) with two additional positions at Excelsior and Chinatown which are vacant.

Planned addition: .5 for Richmond
Richmond area
Mission
.5 to Main

This long term goal would provide 6.5 librarians serving the branch system, 1.5 at Main, and 1 at the Youth Guidance Center as well as the Teen Specialist for the system. Current and tentatively planned "home" sites for the branch teen librarians would be subject to change as we note the effects of site renovations on use patterns at particular branches. However, the broad geographic assignment would remain the same.

## Collections

As noted earlier, there were no collections for teens just a few years ago, and no budget set aside for purchase of materials for those collections. Currently, all branches have Teen Collections that vary in size depending upon space and teen demand.

Since the passage of Prop E, money has been set aside specifically for the purchase of materials for teens. Collection emphasis is on:

- College and careers
- Physical and emotional growth issues
- Teen culture and entertainment
- Reading for pleasure
- Reflecting the cultural make up of youth and the fact that they often speak English as a second language

Research and report interests are met through adult collections.

This emphasis has had a major effect on circulation of teen materials:

| | |
|---|---|
| 1997-98 | 138,441 |
| 2001-2002 | 351,554 |

25,464 Teen library card registrations

**Programs**

Programming is a major focus in the development of effective services for teens:

- A social age
- An interactive generation
- Many interests are so current that information in print is not readily available
- Area teens are in need of positive places and activities

In 2001-2002, SFPL provided 947 programs and class visits for 13,623 youth. Programs included:

- Class instruction in use of library materials and resources for homework
- College/career assistance - Working with Friends and Foundation and the College Access Center to provide
    - SAT programs
    - College application assistance
    - College choice exploration
    - Financial aid assistance
    - Job interview training
- Summer Reading
    - 535 enrolled last summer
- General programming
    - Word for Word performing short stories by Sandra Cisneros
    - WritersCorps poetry workshops
    - Book groups at John O'Connell and Lincoln High
    - DJ workshops and breakdance series
    - Cartooning
    - Author visits
- Teen Advisory Council
- Teens as resources/trainers
    - Teens are evaluating the service they receive at various locations

    - GLBT youth appeared in a panel discussion in front of staff on how to best serve them

## Space

No location currently has a visual focus that tells teens "you are welcome here". Instead, if a teen walks in, he sees an area for children and an area for adults. In effect, there is nothing that validates their existence and their importance. The implication is that adults and young children are important enough for the library to create a space for them, but that youth are not. They are an invisible population.
The renovation of our branch system provides us with an unparalleled opportunity to create a space within each library that lets teens know the minute they walk in the door that we:

- Welcome them
- Value them
- Have materials and resources that interest them and respond to their needs
- Are a place relevant to them
- We are a destination for them

Placing a few materials in a corner or at the end of some shelves as we do now, and labeling that a Teen Collection does not accomplish the objective of creating a teen-welcome space. Such an approach insists that youth remain an invisible population. As we move forward with branch renovations, Teen Space should be considered of major importance in reaching out to the community. It should be considered on a par with the affinity centers created within the Main. Such spaces area a way to validate young people, their importance to us and their value to the communities across the city. At a time when many resources are being withdrawn from our youth, we have a unique chance to step up and commit to them and to their future.

The San Francisco Public Library has come a long way in the past few years in the provision of services to teens. We have a long way to go. If we continue with the approach outlined here, we should eventually achieve effective, responsive, youth driven services and resources that will enable the Library to help our city's youth to explore their life options and create the lives that they want for themselves.

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# NOTICE OF MEETING

A regular meeting of the San Francisco Public Library Commission will be held as follows:

DATE: Tuesday, May 20, 2003
TIME: 4:00 PM
PLACE: Koret Auditorium, Main Library, lower level

The meeting will be called to order.

1. APPROVAL OF THE MINUTES — ACTION

Presentation of, discussion of, and possible action to approve the Minutes of the regular Commission meeting of April 1, 2003.
Explanatory document: draft Minutes

2. APPROVAL OF THE MINUTES — ACTION

Presentation of, discussion of, and possible action to approve the Minutes of the regular Commission meeting of April 17, 2003.
Explanatory document: draft Minutes

3. BLIP ADVISORY COMMITTEE REVISION — ACTION

Presentation of and discussion and possible action to reconstitute the BLIP Advisory Committee as a Committee created by and authorized to report to the Library Commission and to the Board of Supervisors concerning Branch Library Improvement Program issues.

4. BOND PROGRAM BUDGET REVIEW — DISCUSSION

Presentation on and discussion of the Branch Improvement Program Budget.

5. BOND PROGRAM MANAGER'S REPORT — DISCUSSION

(This is a discussion item to allow the Branch Library Bond Program Manager to report on recent bond program related activities and make announcements.)

This report will consist of *an informational presentation*: an Americans with Disabilities Act (ADA) presentation; *regular reports*: program budget and schedule; active projects; and upcoming community outreach; and *special reports;* none.
Explanatory documents: current Bond Program Budget and detailed schedules,

DOCUMENTS DEPT.

MAY 15 2003

SAN FRANCISCO
PUBLIC LIBRARY

## SAN FRANCISCO PUBLIC LIBRARY COMMISSION - ACCESSIBLE MEETINGS POLICY

To ensure the participation of the disabled public in all Commission public meetings, the following items concerning accessibility will be available:

Sign Language interpreters or note takers will be available upon request. Please contact Services for the Deaf and Hearing Impaired at 415/557-4433 (TDD) or 415/557-4434 (Voice) at least 48 hours prior to the meeting. Late requests will be honored if possible.

A sound enhancement system will be available upon request at the meetings. Please contact Services for the Deaf and Hearing Impaired at 415/557-4433 (TDD) or 415/557-4434 (Voice) at least 48 hours prior to the meeting. late requests will be honored if possible.

A person who is deaf or hearing impaired may gain meeting information prior to the meeting by calling 415/557-4433 (TDD) or 415/557-4434 (Voice). In addition, the California Relay Service can be used by individuals with hearing and speech impairments by calling 1-800/735-2929 (TDD) or 1-800/735-2992 (Voice).

Minutes of the meetings are available in alternative formats. If you require the use of a reader during the meeting, please contact the Library for the Blind and Print Handicapped at 415/557-4253 at least 48 hours in advance of the need.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call the accessibility hotline at 415/554-8925 to discuss meeting accessibility. In order to assist San Francisco's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical-based products. Please help the City to accommodate these individuals.

Library Commission meetings will be held at the Main Library, 100 Larkin Street at Grove, Lower Level, Koret Auditorium, except when otherwise noticed. The Commission meeting room is wheelchair accessible. The closest accessible BART station is Civic Center. The accessible MUNI line serving this location is the #19 Polk. For information about Muni's accessible service, please call 415/923-6142. There is accessible parking available at 355 McAllister, Civic Center Plaza Garage. Call 415/863-1537.Accessible seating for persons with disabilities (including those using wheelchairs) will be available at meetings. The ringing of and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound producing electronic devices.

### Know Your Rights Under The Sunshine Ordinance

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review.

For more information on your rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code) or to report a violation of the ordinance, contact Donna Hall, Administrator, the Sunshine Ordinance Task Force, City Hall, Room 244 1 Dr. Carlton B. Goodlett Place, San Francisco, CA 94102-4689 or at 415/554-7724 ph. 415/554-5163 FAX and website at Donna_Hall@ci.sf.ca.us. Copies of the Sunshine Ordinance can be obtained from the Clerk of the Sunshine Task Force, the San Francisco Public Library and on the City's website at www.ci.sf.ca.us/bdsupvrs/sunshine.

### San Francisco Lobbyist Ordinance

Attention: Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance [SF Admin Code secs. 16.520 - 16.534] to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at 1390 Market Street #701, San Francisco, CA 94102, telephone (415) 554-9510, fax (415) 703-0121 and web site http://www.ci.sf.ca.us/ethics/.
Michael Housh, Commission Secretary 1/21/03

## 6. PUBLIC COMMENT

(This item is to allow members of the public to comment generally on matters within the Commission's purview as well as to suggest new agenda items for the Library Commission's consideration.)

## 7. ADJOURNMENT (requires motion and public comment) ACTION

Explanatory documents: Copies of listed explanatory documents are available as follows: (1) from the Commission Secretary/Custodian of Records, Main Library, 6th Floor, (2) in the rear of the Koret Auditorium immediately before and during the meeting, and (3)to the extent possible, on the Library's website at http://sfpl.org/.

Additional materials not listed as explanatory documents on this agenda, if any, that are distributed to the Library Commissioners prior to or during the meeting in connection with any agenda item will be available to the public for inspection and copying in accordance with Government Code Section 54954.1 and Sunshine Ordinance §§ 67.9, 67.28(b)& 67.28(d).

5/15/03 - M.Housh, Commission Secretary

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## SAN FRANCISCO PUBLIC LIBRARY COMMISSION

Draft Minutes of the regular meeting of Thursday, April 17, 2003.
The San Francisco Public Library Commission held a regular meeting on Thursday, April 17, 2003 in the Koret Auditorium, Main Library.

President Higueras called the meeting to order at 4:07PM.

The following members were noted present: Commissioners Bautista, Coulter, Higueras, Steiman, Streets, and Strobin. Commissioner Chin was excused.

### AGENDA ITEM #1 APPROVAL OF THE MINUTES OF THE MARCH 20, 2003 COMMISSION MEETING

### Public comment on AGENDA ITEM #1 APPROVAL OF THE MINUTES OF THE MARCH 20, 2003 COMMISSION MEETING

An anonymous member of the public commented that some minutes were not available on the Library's website and noted that the Minutes had been changed to reflect the City Librarian's clarification of her remarks concerning a discussion in the February Minutes. This person also called attention to a confusing report of a public comment they had made citing remarks made by Mr. Warfield that appeared as if Mr. Warfield had made them. Mr. Ed Regan commented that his remarks were accurately reported. Mr. Peter Warfield found that much was omitted in the Minutes, calling attention his public comments concerning fundraising by the Friends & Foundation and about Prop. 14. Additionally Mr. Warfield commented that the Minutes had been changed to reflect the City Librarian's clarification of her remarks concerning the availability of a copy of the Richmond Prop. 14 Application. Mr. Warfield also commented that he was glad that books were going up at the Excelsior, expressed dismay his comments that materials had not been provided in advance was not noted, and pointed to a lack of report of comments he had made concerning the loss of books and tables as well as his citation of an Excelsior Branch book collection figure reported in the American Library Directory.

### Commission comment on AGENDA ITEM #1 APPROVAL OF THE MINUTES OF THE FEBRUARY 20, 2003 COMMISSION MEETING

Commissioner Coulter suggested that the anonymous member of the public's reported public comment citing public comment offered by Mr. Warfield be clarified to reflect that they were this person's remarks rather than Mr. Warfield speaking for himself. Commission Coulter also called attention to a repeated word in the last sentence.

Please note: These are draft Minutes subject to change by the Library Commission. Copies of Commission Minutes and handouts are available in the Office of the Commission Secretary, 100 Larkin Street, San Francisco, CA 94102

MOTION: Commissioner Bautista, seconded by Commissioner Coulter that the March 20, 2002 Minutes be approved as amended.

ACTION: AYE 5-0 (Bautista, Coulter, Higueras, Steiman, and Strobin)

President Higueras announced that Agenda Item #3 the Visitacion Valley Branch site purchase recommendation would be taken out of order next to accommodate the members of the public attending the meeting needing translation services . It was noted that library staff member Cindy Wong would provide Chinese Language translation for those members of the public.

## AGENDA ITEM #3 VISITACION VALLEY PURCHASE & SALE AGREEMENT

City librarian outlined for the Commissioner a report (copy attached) recommending the purchase of 201 Leland Avenue as the site for the proposed new Visitacion Valley Branch Library. Ms. Hildreth discussed in detail the lengthy process that the Real Estate Division, Office of Administrative Services had engaged in to narrow the proposed site selection from 8 potential location in April 2001 down to the final 3 sites in June 2001 when the Commission authorized continued efforts to secure the best available location from among them. Ms. Hildreth reported that the neighborhood had been undergoing a significant revival and that with the advent of the new Third Street Light rail Line more development and increased population was likely. The City Librarian acknowledged that this 16, 000 sq. ft. site at $2.2 million was larger than the 8-10,000 sq. ft. site for $1.3 million that had been initially proposed in the Branch Library Improvement Program. She next discussed the so far unsuccessful but ongoing efforts to find a partner to develop the addition land available at the Super Fair site proposed for the new branch. Ms. Hildreth noted that other costs to develop the new branch were within expected budgets and that having the additional property for future library expansion could be a key factor in facilitating a successful Prop. 14 (State Library Bond) application for this branch. The City Librarian concluded her report with comments supporting the staff recommendation and that the Commission request that the Board of Supervisors approve acquisition of this property, noting this was the best potential site and would be a good investment for the library as well as for the community.

## Public comment on AGENDA ITEM #3 VISITACION VALLEY PURCHASE & SALE AGREEMENT

Ms. Arlene Trent, Visitacion Valley resident noted that the current very small branch library was very heavily used by both students and adults and that this site would provide the best opportunity to get a branch library appropriate to the neighborhood's needs. Mr. Chow Chu Raig noted that a lot of seniors and many multicultural students used the branch library. Mr. Chow strongly urged that the new branch be provided additional computer access and materials in various languages needed by the community. Ms. Un Chui- Fong noted that the current branch library was too small and that it lacked materials needed by her college student daughter. She recommended purchase of this site so that an adequate branch with enough seating could be built. Ms. Liu Gnio-Lian urged selection of the recommended site commenting that her two children needed more opportunity to learn English and Chinese at an expanded branch library. Mr. Tse Kin, a resident of "Little Hollywood" called attention to the need for a better larger library for the neighborhood children. Xias De Ming agreed that a larger library that this site allowed for was needed by the neighborhood children. Huang Jian-Kong supported selection of this site and a larger branch library. Mr. Robert Leyman, a long time Visitacion Valley resident urged that the library continue to look for a partner to develop this site which he found to be best for the neighborhood. Mr. David Merrill, a Library Page, called attention to how small and inadequate the current branch was and urged the Commission to choose this site that allowed for a large branch. Mr. Russell Marine, Visitacion Valley Planning Alliance, recommended approval of this site as the best potential location in the neighborhood for the new branch library. Mr. Merrill observed that a bigger branch would be good for everyone not just kids and noted that while it would cost a bit more it was a good buy and that community would help find a partner to develop the remainder. Mr. Leroy Iverson, Visitacion Valley resident, pointed out that the site was the best possible location near schools, playgrounds, but away from heavy traffic areas. Mr. Iverson called attention to the new biotech executive park development underway noting that this would bring more residents and attract schools to train residents for work. He also recommended more Chinese Language materials for the new branch. Mr. Siaw urged approval of the site noting that his three children needed a bigger and better branch library. Ms. Eleanor Taylor agreed and urged approval of the site noting that Visitacion Valley was among the city's most integrated neighborhoods and deserved a new branch. Ms. Fran Martin, a Visitacion Valley civic leader, noted that all of the neighborhood organizations supported selection of this site and that neighborhood residents were hungry for the knowledge the new library would provide. Ms. Julie Kavanagh, Visitacion Valley Community Center, strongly supported choosing this location and promised do all that she could to help improve the branch. Ms. Kavanagh noted that the neighborhood deserved the new branch and it would be a gem in the center of a very diverse community. Ms. Betty Partial, a life long Visitacion Valley resident, noted the inadequacy of the current small branch and urged recommendation of this larger site pointing out that it would also be accessible to cross town bus riders. Mr. Peter Warfield expressed concern with the expense of this proposal suggesting that the Bond program was short of money and noting that this recommendation was over the proposed budgeted amount. An anonymous member of the public discussed the neighborhood as interesting albeit with some economic problems, suggested that that while there was no identified partner, other branch library partnerships had

Public Comment Summary Statements included in Appendix A of these Minutes are authorized by San Francisco Administrative Code Section 67.16. These summary statements are provided by the speaker. Their contents are neither generated by, nor subject to approval or verification of accuracy by, the San Francisco Public Library Commission.

been controversial. This person expressed dismay that the Library's Prop 14 (State Library Bond) strategy that included partnerships with schools had not been explained to the neighborhood residents, suggested caution in proceeding, and requested that more information on the Prop. 14 strategy be made available. Mr. Ed Regan suggested that the new branch have more public service hours, a bigger non-fiction collection, and a plan for enough tables and comfortable chairs as well as assessing how many potential users might come to the branch. Mr. Regan also recommended that the branch be a three story building. Mr. Will Wrightly, a Visitacion Valley resident, cited a T.S. Elliott poem about dithering indecision in response to members of the public's critical comments and noted that those who lived in the neighborhood strongly supported selection of this site that would allow for a building big enough and suggested that a partner would be found.

Before discussing the Visitacion Valley purchase the Commission took up Agenda item #2 the Bond program Budget review.

## AGENDA ITEM #2 BOND PROGRAM BUDGET REVIEW

City Librarian Susan Hildreth began her review of the Bond Program Budget by observing that it was becoming less likely that the Branch Improvement Program would be able to attain its goal of $10 million from Prop. 14 (State Library Bond) funds. She then outlined various alternative scenarios (copy attached) to close any gap in the Program Budget that could result from receiving less than anticipated Prop. 14 (State Library Bond) funding for Branch Improvement Program projects. The City Librarian reported that an additional factor was that the overall cost of acquiring properties had been greater than anticipated as well as associated fees. Ms Hildreth pointed out that funds budgeted for relocation might be needed to complete the scope of the Branch Library Improvement Program. Ms. Hildreth noted the availability of additional funds derived from bond interest but called attention to the arbitrage restrictions. The Bond Program Manager then described the bond program budget implications and options should the Prop. 14 applications for the Richmond and or the Portola Branch should be successful. The City Librarian then recommended the $4.3 million allocated for relocation be reconsidered. Ms Hildreth noted that as the community wanted an expansion of the Parkside Branch rather than its proposed renovation a decision on that would have be deferred until the success of the Richmond Branch Prop. 14 Application was determined. The City Librarian next discussed a proposed March 2004 State Library Bond as a possible future source of funds to cover branch improvement program costs. Ms. Hildreth noted that the acquisition of the proposed Visitacion Valley Branch site was recommended under both budget scenarios.

## Public comment on AGENDA ITEM #2 BOND PROGRAM BUDGET REVIEW

An anonymous member of the public noted that the City Librarian's presentation relied on assumptions about a number of unknowns, and suggested that relocation funds were being viewed as a slush fund. This person also commented that the worst case scenario had not been presented. Fran Martin, a Visitacion Valley resident, commented that there were no other suitable locations for the proposed new branch and that if this opportunity were missed they may not be other chances to Mr Peter Warfield while expressing support for expansion of the Visitacion Valley Branch suggested that the bond program was in trouble. Mr. Warfield pointed out that there was no presentation about what could happen if no state bond funds were received and expressed his serious alarm urging the Commissioners to consider the implications of this possibility.

### Commission comment on AGENDA ITEM #2 BOND PROGRAM BUDGET REVIEW

Vice President Steiman was hopeful for the success of the Prop. 14 applications but expressed concern that the cost of acquiring properties had been than estimated, noting however that the Glen Park purchase was the smallest amount over budget. In answer to a question by commissioner Coulter, Ms. Hildreth commented that in her view the upcoming prop 14 application were very competitive pointing out that while unsuccessful the Excelsior application had scored well and that she had high hopes for the Richmond application. Ms. Hildreth noted that in this case if necessary the property could be subdivided later to recoup some of the purchase price. Commissioner Coulter found this a prudent back up plan. Commissioner Bautista reminded her colleagues that the Visitacion Valley neighborhood deserved a better library and that providing one was a priority. Commissioner Bautista noted that the proposed site was a good value and expressed firm belief that sufficient funds would become available. Commissioner Bautista urged her fellow commissioners to ignore financial doomsayers and provide what the community needed. President Higueras observed that the real source of the problems with the bond program budget was the CIAC (Capital Improvements Advisory Committee) mandate that the library find $10 million from outside sources to achieve the program goals outlined in the Branch Library Improvement Program that was proposed in 2000. President Higueras reminded his fellow Commissioners that this was a 10 year program that had to meet the needs of all of the neighborhoods and that it was their serious duty to take the necessary steps to make sure to complete the entire Bond program making sure that each branch received its due. President Higueras noted that Visitacion Valley residents deserved the best branch library possible and noted that there was hope that a scenario could be found to make it possible. Commissioner Streets concurred that Visitacion Valley deserved the best possible library but asked what would happen if no state funds were received and how the Bond Program timeline might be adjusted to address any financial shortfalls that could develop?

### Commission discussion of AGENDA ITEM #3 VISITACION VALLEY PURCHASE & SALE AGREEMENT

The City Librarian discussed the extensive efforts made to identify a good location in Visitacion Valley and noted that none other offered the benefits of the Super Fair site. Ms. Hildreth recommended this site as the right thing to do for Visitacion Valley and noted that acquiring this site was essential to the program, a key site, and met the bond mandate to replace all of the branches in rented locations with city owned facilities. In response to questions by President Higueras, Charlie Dunn of the Department of Administrative Services, Real Estate Division noted that after a year of efforts in his professional opinion now was the right time and this was the right location to site the new Visitacion Valley Branch Library. Mr. Dunn found this to be a prudent purchase which met all of the required criteria except that the site was larger that initially desired but that left the Library with a wide array of options. Commissioner Bautista did not see any problem with selling un-needed portions of the property if it became necessary. Vice President Steiman noted that if the Library could recoup the additional cost by selling the excess portion of the property then the initial cost estimates were validated. President Higueras expressed some discomfort at making a decision without information about what a worst case scenario might be but after discussion among the Commissioners entertained a motion.

MOTION: Commissioner Bautista, seconded by Commissioner Strobin that the proposed resolution recommending Board of Supervisors approval of the acquisition of the 201 Leland Avenue site be approved.

The Commissioners discussed concerns with how the overall Branch Improvement Program budget could be reviewed and a plan developed to addressed any shortfall in funds so that the entire program could be completed as proposed

ACTION: AYE 5-1 (Bautista, Coulter, Higueras, Steiman, and Strobin) NO (Streets)

President Higueras called for a brief recess at 6:14PM
The Commission returned to session at 6:21PM

## AGENDA ITEM #4 RELOCATION STRATEGY REVIEW

City Librarian Susan Hildreth presented a report (copy attached) on a proposed revision of the Library's proposed plans for providing alternative services while branch libraries are undergoing renovation during the branch Library improvement program. Ms. Hildreth recommended that alternative services be only provided for the Richmond branch that she noted was unique in the size, relative geographic isolation from nearby branches, and length of time its renovation and expansion might take. The City Librarian reported working with community groups to identify an interim location available at no cost to the Library. Ms. Hildreth additionally recommended that the $4.3 million set aside for relocation be reviewed and that $2.8 million from this line item be returned to the program budget. The City Librarian discussed proposed plans for alternative services noting that portable structures had been considered and ruled out. She then introduced Library Chief of Branches Donna Corbeil, who presented additional information on branch plans in particular addressing those for the Excelsior Branch. Ms. Hildreth pointed out that the financial picture might look like would not be better known until after a decision had been reached on the Richmond Branch Prop. 14 Applications in the fall and that no decision need be made now regarding revision of the relocation budget.

## Public comment on AGENDA ITEM #4 RELOCATION STRATEGY REVIEW

An anonymous member of the public expressed appreciation for the candor of the comments offered but expressed concern that promises made when the Bond was proposed to that their would be no disruption of library services would not be kept This person additionally expressed concerns at the proposed reductions in the budget for moving costs and suggested that there might be plans to use library operating funds to pay for them. Mr. Ed Regan commented that bookmobiles were too small to accommodate the needs of library users and recommended use of mobile homes instead these he noted could be placed where it was planned to park the bookmobiles Mr. Peter Warfield criticized the unavailability of explanatory documents and decried that loss of library services for lengthy periods. Mr. Warfield questioned if the plans met the requirements of Prop. E and wanted more information concerning the reductions in estimates for moving costs. Mr. Warfield suggested that any cuts in services be widely noticed and outreach made to all those who might be affected. Ms. Bonnie Martin, Gateway Gazette, found the presentation fair and cost concerns understandable. She noted that the Library had been working with the community to maximize bookmobile services, provide continuation of Children's Services, and that there was an ongoing effort to find free usable space for library programs.

## Commission discussion of AGENDA ITEM #4 RELOCATION STRATEGY REVIEW

In response to questions by Vice president Steiman, Ms. Hildreth discussed in some detail how staff reviewed and revised the moving cost figures and discussed how bookmobiles could fit into the plans to maximize existing staffing and serve in a variety of locations during the Branch Library Improvement Program renovation projects. In response to questions by President Higueras, Vice President Steiman, and Commissioner Bautista, the City Librarian noted that the BLIP Budget could be reconfigured to provide move out, storage, and move in costs, as well as needed levels of interim services based on a realistic evaluation of all of the costs involved.

## AGENDA ITEM #5 BOND PROGRAM MANAGER'S REPORT (copy attached)

Branch Improvement Program Manager Marilyn Thompson noted that there would be no informational report this month. Ms. Thompson then presented her regular Budget, Schedule, Active projects, and ongoing Outreach reports. She noted that the revised Budget schedule was dated April 17 and that $11,018,384 had been encumbered or expended thus far in the program. The Branch Library improvement program manager concluded her report noting the BLIP website was up and being updated and that there would be no special report this month.

## Public Comment on AGENDA ITEM #5 BOND PROGRAM MANAGER'S REPORT

An anonymous member of the public expressed appreciation for the schedule updates but expresses concern that the explanatory documents were becoming problematic and confusing. This person found the Commissioners' comments on the Prop. 14 competitive processes interesting and noted that terms often heard when money was being given away were impact and leverage, asking where San Francisco placed in these criteria. This individual speculated that the State was unlikely to ignore other locations that were poorer and where the funds would have greater leverage. Mr. Ed Regan expressed concern that each project would have a different architect and builder and recommended that the Library seek out a American Library Association (ALA) model for what a typical branch library should be to insure uniformity in the buildings housing branches. Ms. Cerise Harver urged the Commissioners to replace the existing Visitacion Valley Branch Library noting that a good library was a great community resource and of great importance for the students in the neighborhood. Ms. Harver noted that the Super Fair site was favored by the community and that it could accommodate the larger space that was needed.

## Commission discussion of AGENDA ITEM #5 BOND PROGRAM MANAGER'S REPORT

President Higueras thanked Ms. Thompson for her report.

## AGENDA ITEM #6 PUBLIC COMMENT

An anonymous member of the public noted that tomorrow (April 18th) was the anniversary of the 1906 Earthquake and Fire as well as the Anniversary of the opening of the Main Library noting they used to joke it was "San Francisco Disaster Day". This person then discussed distinctions between the public responsibilities of Commissioners and other responsibilities citing the Fuhrman Fund as an example. This person commented that partnerships or beneficial relationships should be discussed openly and conflicts exposed, suggesting that the Commissioners would want people to say that the Library was run to benefit the public and that the Library Commission took that responsibility seriously. Mr. Ed Regan suggested that Library public service hours be expanded from 6AM until Midnight 7 days per week 365 days each year. Mr. Peter Warfield thanked the Commissioners for their thoughtful comments and questions.

## AGENDA ITEM #7 ADJOURNMENT

MOTION: Commissioner Steiman, seconded by Commissioner Bautista that the meeting be adjourned in memoriam of the late Seymour Lubetzki, a famed former librarian at the Library of Congress and Professor at UCLA who pioneered modern Library catalog theory, and who had passed away at age 104 on April 5th.

ACTION: AYE 6-0 (Bautista, Coulter, Higueras, Steiman, Streets, and Strobin)

The meeting was adjourned at 7:26PM.

Michael Housh, Commission Secretary 5/1/03

Please note: These are draft Minutes subject to change by the Library Commission. Copies of Commission Minutes and handouts are available in the Office of the Commission Secretary, 100 Larkin Street, San Francisco, CA 94102

Minutes of the regular Commission Meeting of April 17, 2003

# Appendix A

The Public Comment Summary Statements included in these Minutes are authorized by San Francisco Administrative Code Section 67.16..

These summary statements are provided by the speaker. Their contents are neither generated by, nor subject to approval or verification of accuracy by, the San Francisco Public Library Commission.

*The number of members of the public who spoke anonymously at this meeting. 1*

# Minutes of the regular Commission Meeting of April 17, 2003
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**Public Comment of An Anonymous Citizen**
San Francisco Public Library Commission Meeting, April 17, 2003

Item 1:
Approval of the Minutes: March 20, 2003

**"Neither these minutes nor the minutes of March 4, are available on line.**

**Yet the minutes of February 20, that were discussed were available on line. It was very clear that under the approval of those minutes that Susan Hildreth was clarifying what she meant and that the minutes reflected what she said. Yet the minutes of February 20 were changed to reflect what she meant, not what she said. I wonder if this is a courtesy that will be extended to the rest of us.**

**Many of items are not completely terrible, but one thing that is completely terrible is the Excelsior design review. The reference of the anonymous citizen to Mr. Warfield is restated as if Mr. Warfield were speaking.**

**The comment was about the evisceration of advocacy for books and Peter Warfield's comments were used as an example of that."**

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## Minutes of the regular Commission Meeting of April 17, 2003

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### Public Comment of An Anonymous Citizen

San Francisco Public Library Commission Meeting, April 17, 2003

Item 2:
Bond Program Budget Review

**"I am glad to hear that you are anxious about this, as am I.**

**We are told that there are two scenarios, both of which include approval of at least one project from Prop. 14. Our City Librarian introduces this with the phrase, 'we also think it is feasible to anticipate.' This is a very curious phrase.**

**The City Librarian proceeds as if she has said, 'realistic to assume.' She doesn't know that and there are a number of unknowns that we cannot take for granted at all.**

**The relocation money is considered a sort of 'slush fund' and provision for relocations are at risk under what is regarded here as a worst-case scenario, but is not.**

**This reminds us of Glen Park where the library floated a commercial project for a developer and then gave them city property that the library could have used in the first place."**

# Minutes of the regular Commission Meeting of April 17, 2003
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**Public Comment of An Anonymous Citizen**
San Francisco Public Library Commission Meeting, April 17, 2003

Item 3:
Visitacion Valley Purchase & Sale Agreement

**"I was gratified to hear such a broad representation from the community.**

**Little Hollywood is on the left side of Bayshore opposite Leland Avenue. Visitacion Valley is an isolated community because of the hills, with a strong community spirit and, they will admit, some economic problems.**

**I would have preferred to hear public comment about the controversial aspects. The first is, What kind of partners we are looking for or would accept? Second, What is our Prop. 14 strategy? What the community here has not been told is that there are all kinds of ways that we can maximize our application through a partnership with the school district. That may serve the community or it may not.**

**I would like some assurance that the community will have an opportunity to comment on our Prop. 14 strategy."**

## Minutes of the regular Commission Meeting of April 17, 2003
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**Public Comment of An Anonymous Citizen**
San Francisco Public Library Commission Meeting, April 17, 2003

Item 4:
Relocation Strategy Review

**"I very much appreciated the candor and genuineness of the discussions here tonight.**

**This reminds me of when I was of little league age. I played first base and my job was to catch the ball and keep my foot on the bag. The coach was going to criticize if you failed at either.**

**This is situation where a relocation strategy is quite crucial to those neighborhoods. I hope this gives you serious pause; when you went around advocating for this bond issue, you promised people that there was not going to be serious disruption in their service. It was an official part of the plans and it was advocated by you at almost every juncture.**

**Now we find ourselves in circumstances where pressure is starting to build up.**

**Even moving costs are dropping by 80% and I suspect that what is being contemplated is using operating funds."**

## Minutes of the regular Commission Meeting of April 17, 2003

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**Public Comment of An Anonymous Citizen**
San Francisco Public Library Commission Meeting, April 17, 2003

Item 5:
Bond Program Manager's Report

**"The detailed schedules are updated and dated today, and I appreciate it.**

**The explanatory documents are getting problematic. They are all 'budget review schedule memo oversight reports.' Which one goes with which gets a little confusing.**

**I was very interested to hear commissioners describe the Prop. 14 status as both very political and a beauty contest. The question is, what kind of beauty contest is it?**

**As a number of you can testify, anyone who gives away money has two words that they want to hear constantly and consistently: 1) Impact, and 2) Leverage.**

**Where does San Francisco place on those two criteria? We already have $106 million in place. We are competing against jurisdictions where the state can hope to leverage new money where none exists now.**

**It seems unlikely that the state is going to ignore jurisdictions that are both poorer and where new money might be leveraged."**

Minutes of the regular Commission Meeting of April 17, 2003

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**Public Comment of An Anonymous Citizen**
San Francisco Public Library Commission Meeting, April 17, 2003

Item 6:
Public Comment

**"Tomorrow is the anniversary of the 1906 earthquake and the anniversary of the opening of this building. I use to joke that it should be renamed San Francisco Disaster Day.**

**I want to discuss the idea that you have public responsibilities that are distinct from other kinds of responsibilities. I know that I said I would not talk about the Fuhrman Fund again, but it is a perfect example.**

**Do you want people to be able to say to those who might emulate Alfred Fuhrman, that you can't give money to a public institution? Rather, you have to give it to something like the Friends and Foundation, because they will respect it whereas the public institution will change your bequest and neglect the purpose.**

**You want people to say that this institution is run for the public benefit and that the Library Commission takes its public responsibility seriously."**

# Library Commission

April 17, 2003

# 1. Approval of 3/20/03 Minutes

Explanatory document available:

Draft Minutes

# 2. Bond Program Budget Review

Explanatory document available:

Memo

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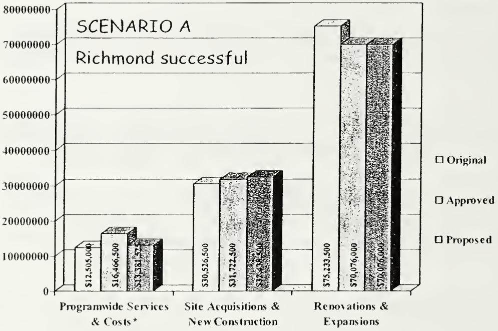

SCENARIO A

Richmond successful

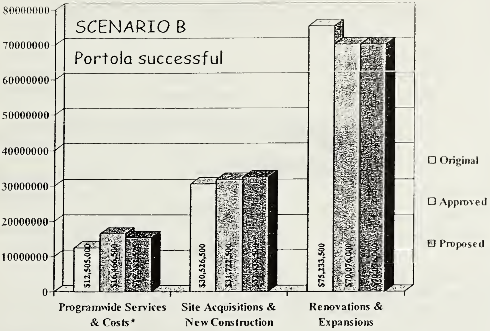
* Includes Reserve for un-funded Prop 14

Does not include FF&E

+ $2,602,872

SCENARIO B

Portola successful



* Includes Reserve for un-funded Prop 14

Does not include FF&E

+ $368,975

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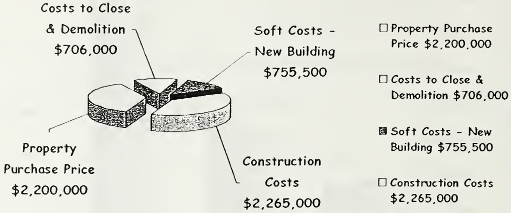
# 3. Visitacion Valley Purchase & Sale Agreement

Explanatory document available:

Summary of Purchase & Sale documents

# Visitacion Valley Purchase



Purchase price is per Letter of Intent.

Construction Costs budgeted are for new construction. Furniture & moveable equipment is not included.

Soft costs include all professional services & permit fees associated with the new construction project.

Closing costs include City Attorney, Title Insurance, Alta survey, environmental study, appraisal, CEQA and General Plan Referral. Demolition costs include hazardous materials abatement, demolition of building and paving, utility connection fees.

Moving costs & Real Estate Department are provided for elsewhere.

# Visitacion Valley Purchase

| | Original Budget | Proposed |
|---|---|---|
| Property Costs | $1,350,000 | $2,200,000 |
| Closing & Demo Costs | 840,000 | 706,000 |
| Soft Costs | 755,500 | 755,500 |
| Construction Costs | 2,265,000 | 2,265,000 |
| PROJECT COST | $5,210,500 | $5,926,500 |
| DIFFERENCE | | ($716,000) |
| PROPERTY SIZE | 8,000 SF | 16,637 SF |

# 4. Relocation Strategy Review

Explanatory document available:

Memo

---

| Use of funds | Proposed 12/02 | Proposed 4/03 |
|---|---|---|
| Moving – new branches | $250,000 | $50,000 |
| | 5 branches @ $ 50,000 | 5 branches @ $10,000 |
| Moving – existing branches | $550,000 | $380,000 |
| | 11 branches @ $50.000 | 19 branches @ $20.000 |
| Interim facilities | $2,500,000 | $500,00 |
| | 8 sites @ $312.5000 | 1 site @ $500,000 |
| Bookmobiles | $800,000 | $300,000 |
| | 2 @ $400,000 | 2 @ $150,000 |
| Support Service Center Technology/telephones | Included in interim facilities | $250,000 |
| Portables | $200.000 | N/A |
| | 2 @ $100,000 | |
| **Total** | **$4,300,000** | **$1,480,000** |

# 5. Bond Program Manager's Report

# Informational Presentation

There is no informational presentation this month.

# Regular Reports

Budget Report
Schedule Report
Active Projects Reports
Community Outreach Update

# Budget Report

Explanatory document available:

Current Budget Report

dated 4/17/03

# Budget Report

- Recap:

  10-10-01 Baseline Budget established
  12-20-01 Glen Park increased $88,000 for site acquisition
  01-17-02 Increased Reserve for Prop 14 (reduced all projects 5%)
  05-16-02 Funded Art Enrichment Fund (6 projects, $302,000)
  06-20-02 Mission Bay increased $653,000 for site acquisition
  12-20-02 Ingleside increased $455,000 for site acquisition
  TODAY- Reflects F&F Budget presented 2/20/03

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# Schedule Report

Explanatory documents available:

New Construction / Phases 1-5 Detailed Schedules

Summary Schedule

dated 4/17/03

# Schedule Report

- Recap:

10-10-01 Baseline Schedule established
12-20-01 Revised Glen Park to match Developer's schedule
01-17-02 Issued detailed schedules for Phases 1-2
02-21-02 Revised to reflect Prop 14 strategy
Revised Mission Bay to match Developer's schedule
03-21-02 Issued detailed schedules for all Phases
04-18-02 Revised to reflect Prop 14 strategy
06-20-02 Adjusted projects for geographic distribution
TODAY- Revised to reflect latest Prop 14 strategy
Revised Mission Bay to match Developer's schedule
Revised Glen Park to match Developer's schedule
Showing Move In period for each project

# Schedule Report

- Revisions:

Prop 14 Strategy presented 1/17/03-

VVA Delay to 3rd Cycle, Don't wait for Determination
**Delay 3 months**
POR Delay to 3rd Cycle, Don't wait for Determination
**Delay 3 months**
ING Don't wait for Determination
**Move up 5 months**
NBE Do not apply for Grant
**Move up 5 months (same as original Bond Program)**
BAY Delay to next State Bond & POR opening
**Delay 11-20 months (from original Bond Program)**

# Schedule Report

- Revisions (cont'd):

  Update Developers' Schedules:

  GPA Regulatory Agency Approvals

  **Delay 9 months**

  MBA Redesign & Re-bid

  **Delay 10 months**

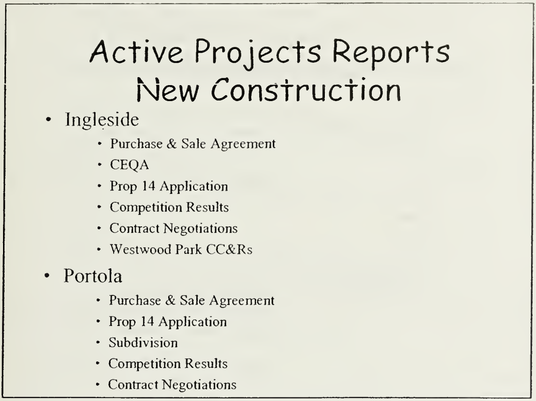
  General:

  ALL Revise 3rd Bond Sale Date

  ALL Add Move In Periods

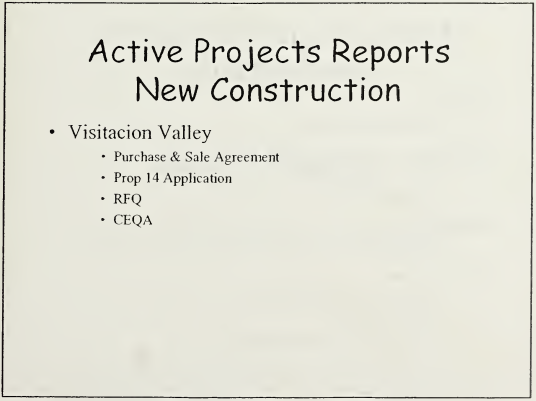
# Active Projects Reports
## New Construction

- Glen Park
  - Purchase & Sale Agreement
  - Regulatory Agency Approvals
  - Plan & Spec
  - Schedule
- Mission Bay
  - Redesign
  - Schedule



# Active Projects Reports New Construction

- Ingleside
    - Purchase & Sale Agreement
    - CEQA
    - Prop 14 Application
    - Competition Results
    - Contract Negotiations
    - Westwood Park CC&Rs
- Portola
    - Purchase & Sale Agreement
    - Prop 14 Application
    - Subdivision
    - Competition Results
    - Contract Negotiations



# Active Projects Reports New Construction

- Visitacion Valley
    - Purchase & Sale Agreement
    - Prop 14 Application
    - RFQ
    - CEQA

# Active Projects Reports Renovations

- Richmond
  - Prop 14 Application
  - Public Art
- Excelsior
  - Response to Design Review
  - Schedule
- Noe Valley
  - Design Intensive
  - Contract Negotiations

# Active Projects Reports Renovations

- Marina
  - Contract Negotiations
- Parkside
  - Contract Negotiations
  - Conceptual studies
- North Beach
  - Architect chosen
- Other Issues:
  - RFQ’s for Professional Services
  - Quarterly Report
  - Design Excellence Program Update

# Community Outreach Update

- Library sponsored meetings:
  - 4/9 Branch Library Improvement Program Advisory Committee
  - 5/17 Parkside Community Meeting
- Library invited as guest:
  - 4/21 Council of District Merchants
  - 5/29 SPUR
- Other City Boards/Commissions:
  - 3/3 Citizens General Obligation Bond Oversight Committee
  - 3/19 Finance Committee (Richmond)
  - 3/25 Board of Supervisors (Richmond)
  - 3/19 & 4/23 Board of Permit Appeals (Glen Park)
- Web Site & Newsletter

# Special Reports

There are no special reports this month.

# 6. Public Comment

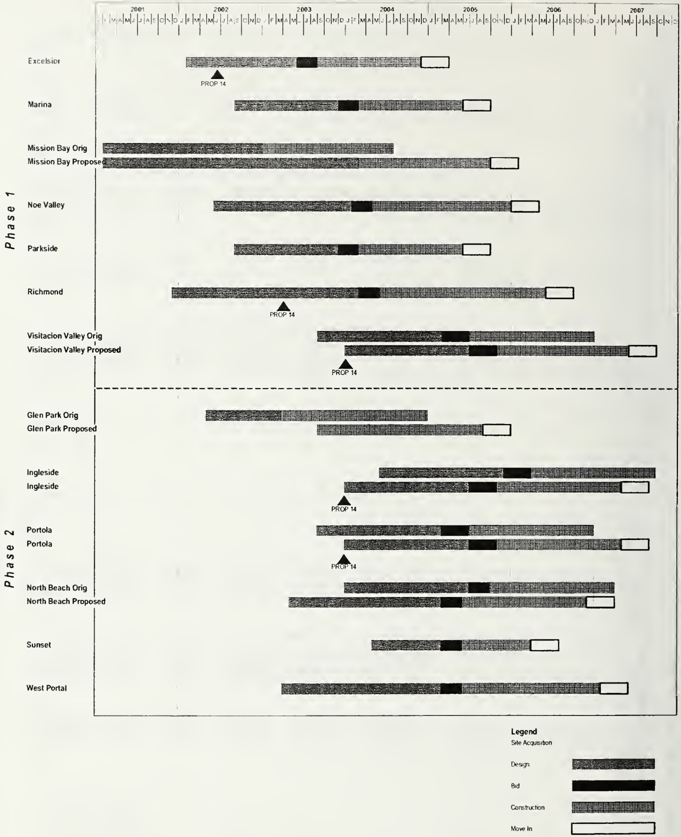
# 7. Adjournment

CURRENT BUDGET REPORT-2000 Branch Library Improvement Bond Program
April 17, 2003

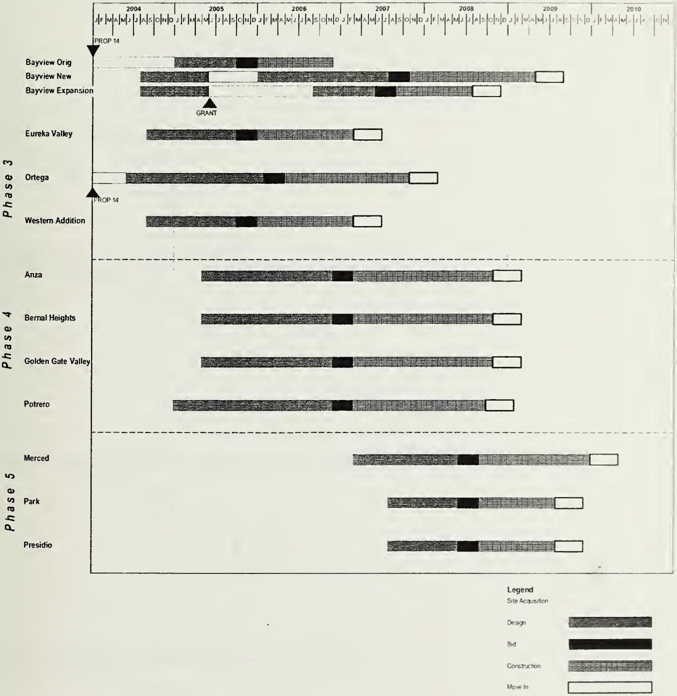
| | JOB # | Branch | BUDGET | | REVENUE | | | | | | EXPENDITURES/ENCUMBRANCES | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | Baseline Budget (10/01) | Approved Budget (2/03) | City Prop. A Bonds | State Prop 14 | Other Sources | Total All Sources | Appropriated | Total Available | Actual 31-Mar-03 | New This Month |
| | | | | | | | | | | | B | |
| **Phase 0 Projects** | | | | | | | | | | | | |
| GP | 7514A | Glen Park | 1,770,000 | 3,428,000 | 3,428,000 | (4) | | 3,428,000 | 3,428,000 | 3,428,000 | 21,569 | 0 |
| IN | 7516A | Ingleside [1] | 1,770,000 | 2,225,000 | 1,025,000 | 1,200,000 (4) | | 2,225,000 | 2,225,000 | 2,225,000 | 82,722 | 2,231 |
| PL | 7519A | Portola [1] | 1,770,000 | 1,770,000 | 1,070,000 | 700,000 (4) | | 1,770,000 | 1,770,000 | 1,770,000 | 14,502 | 0 |
| VV | 7521A | Visitacion Valley [1] | 2,090,000 | 2,090,000 | 2,090,000 | (4) | | 2,090,000 | 731,500 | 731,500 | | 0 |
| SC | 7523A | Support Services | 9,080,000 | 8,626,000 | 8,626,000 | | | 8,626,000 | 8,626,000 | 8,626,000 | 8,523,064 | 3,345 |
| | | *SUBTOTAL* | *16,480,000* | *18,139,000* | *16,239,000* | *1,900,000* | *0* | *18,139,000* | *16,780,500* | *16,780,500* | *8,641,857* | *5,576* |
| **Phase 1 Projects** | | | | | | | | | | | | |
| EX | 7525A | Excelsior | 3,820,000 | 3,629,000 | 3,629,000 | (4) | | 3,829,000 | 1,400,825 | 1,400,825 | 509,154 | 26,154 |
| MA | 7510A | Marina | 4,110,000 | 3,904,500 | 3,904,500 | | | 3,904,500 | 3,904,500 | 3,904,500 | 33,387 | 0 |
| MB | 7518A | Mission Bay | 3,350,000 | 3,957,000 | 3,957,000 | | | 3,957,000 | 3,957,000 | 3,957,000 | 50,416 | 0 |
| NV | 7511A | Noe Valley | 4,410,000 | 4,189,500 | 4,189,500 | | | 4,189,500 | 1,047,375 | 1,047,375 | 40,780 | 7,854 |
| PS | 7512A | Parkside | 2,880,000 | 2,736,000 | 2,736,000 | | | 2,736,000 | 2,736,000 | 2,736,000 | 43,950 | 0 |
| RI | 7513A | Richmond | 7,630,000 | 7,141,500 | 41,500 | 4,700,000 (4) | 2,400,000 (2) | 7,141,500 | 2,441,500 | 2,441,500 | 436,905 | 39,991 |
| VV | 7522A | Visitacion Valley | 3,230,000 | 3,020,500 | 3,020,500 | (4) | | 3,020,500 | 620,000 | 620,000 | 28,000 | 0 |
| | | *SUBTOTAL* | *29,430,000* | *28,578,000* | *21,478,000* | *4,700,000* | *2,400,000* | *28,578,000* | *16,107,200* | *16,107,200* | *1,145,592* | *73,999* |
| **Phase 2 Projects** | | | | | | | | | | | | |
| GP | 7515A | Glen Park | 2,800,000 | 1,253,000 | 1,253,000 | | | 1,253,000 | 1,253,000 | 1,253,000 | 37,815 | 0 |
| IN | 7517A | Ingleside | 2,800,000 | 2,618,000 | 918,000 | 1,700,000 (4) | | 2,618,000 | 665,000 | 665,000 | 35,015 | 474 |
| PL | 7520A | Portola | 2,800,000 | 2,618,000 | 918,000 | 1,700,000 (4) | | 2,618,000 | 665,000 | 665,000 | 51,618 | 0 |
| NB | 7526A | North Beach | 3,460,000 | 3,287,000 | 3,287,000 | | | 3,287,000 | 821,750 | 821,750 | | 0 |
| SS | 7527A | Sunset | 1,490,000 | 1,415,500 | 1,415,500 | | | 1,415,500 | 1,415,500 | 1,415,500 | 10,234 | 0 |
| WP | 7528A | West Portal | 4,110,000 | 3,904,500 | 3,904,500 | | | 3,904,500 | 976,125 | 976,125 | 17,983 | 0 |
| | | *SUBTOTAL* | *17,460,000* | *15,096,000* | *11,696,000* | *3,400,000* | - | *15,096,000* | *5,796,375* | *5,796,375* | *152,665* | *474* |
| **Phase 3 Projects** | | | | | | | | | | | | |
| BV | 7529A | Bayview | 3,820,000 | 3,629,000 | 3,629,000 | | | 3,829,000 | | 0 | 16,533 | 0 |
| EV | 7530A | Eureka Valley | 4,580,000 | 4,351,000 | 4,351,000 | | | 4,351,000 | | 0 | 18,202 | 0 |
| OR | 7531A | Ortega | 3,560,000 | 3,382,000 | 3,382,000 | (4) | | 3,382,000 | 70,000 | 70,000 | | 0 |
| WA | 7532A | Western Addition | 3,430,000 | 3,258,500 | 3,258,500 | | | 3,258,500 | | 0 | 22,672 | 0 |
| | | *SUBTOTAL* | *15,390,000* | *14,620,500* | *14,620,500* | 0 | 0 | *14,620,500* | *70,000* | *70,000* | *57,407* | 0 |
| **Phase 4 Projects** | | | | | | | | | | | | |
| AZ | 7533A | Anza | 4,740,000 | 4,503,000 | 4,503,000 | | | 4,503,000 | | 0 | | 0 |
| BE | 7534A | Bernal Heights | 5,350,000 | 5,082,500 | 5,082,500 | | | 5,082,500 | | 0 | | 0 |
| GG | 7435A | Golden Gate Valley | 5,340,000 | 5,073,000 | 5,073,000 | | | 5,073,000 | 50,000 | 50,000 | | 0 |
| PT | 7536A | Potrero | 4,230,000 | 4,018,500 | 4,018,500 | | | 4,018,500 | | 0 | | 0 |
| | | *SUBTOTAL* | *19,660,000* | *18,677,000* | *18,677,000* | 0 | *0* | *18,677,000* | 50,000 | *50,000* | *0* | |
| **Phase 5 Projects** | | | | | | | | | | | | |
| ME | 7537A | Merced | 4,200,000 | 3,990,000 | 3,990,000 | | | 3,990,000 | | 0 | | 0 |
| PK | 7538A | Park | 1,310,000 | 1,244,500 | 1,244,500 | | | 1,244,500 | | 0 | | 0 |
| PD | 7539A | Presidio | 1,530,000 | 1,453,500 | 1,453,500 | | | 1,453,500 | 15,000 | 15,000 | | 0 |
| | | *SUBTOTAL* | *7,040,000* | 6,688,000 | 6,688,000 | 0 | 0 | 6,688,000 | *15,000* | *15,000* | *0* | 0 |
| **Program-Wide Services & Costs** | | | | | | | | | | | | |
| LM | 7501A | Library Program Costs | 800,000 | 800,000 | 800,000 | | | 800,000 | 600,000 | 600,000 | 37,432 | 26,735 |
| CS | 7500A | Program Consultants | 750,000 | 750,000 | 750,000 | | | 750,000 | 562,500 | 562,500 | 91,892 | 925 |
| PM | 7509A | City Program Management | 3,600,000 | 3,600,000 | 3,600,000 | | | 3,600,000 | 1,013,822 | 1,013,822 | 432,501 | 44,600 |
| RE | 7502A | Real Estate Dept | 120,000 | 120,000 | 120,000 | | | 120,000 | 120,000 | 120,000 | 120,000 | 0 |
| AR | 7503A | Art Enrichment Program | 0 | 302,000 | 302,000 | | | 302,000 | 302,000 | 302,000 | 23,800 | 3,181 |
| RM | | Relocation & Moving Reserve | 4,360,000 | 4,320,000 | 4,320,000 | | | 4,320,000 | 1,080,000 | 1,080,000 | | 0 |
| FE | | Furniture & Equipment Reser | 15,000,000 | 16,000,000 | 0 | | 16,000,000 (3) | 16,000,000 | | 0 | | 0 |
| FC | | Bond Financing Costs | 1,500,000 | 1,500,000 | 1,500,000 | | | 1,500,000 | 338,622 | 338,622 | 215,238 | 0 |
| SF | | Program Reserve | 1,875,000 | 5,074,500 | 5,074,500 | 0 | | 5,074,500 | 818,981 | 818,981 | | 0 |
| | | *SUBTOTAL* | *27,805,000* | *32,466,500* | *16,468,500* | *0* | *16,000,000* | *32,466,500* | *4,835,925* | *4,835,925* | *1,020,863* | *75,441* |
| **TOTAL** | | | **133,265,000** | **134,265,000** | **105,865,000** | **10,000,000** | **18,400,000** | **134,265,000** | **43,655,000** | **43,655,000** | **11,018,384** | **155,490** |

(1) Direct Cost of Land estimated by DRE as follows: Ingleside $1,125,000; Portola $1,125,000; Visitation Valley $1,350,000.
(Remainder represents estimated costs for relocation benefits, appraisal fees, real estate staff time, city attorney costs, Phase 1 & 2 studies, ALTA surveys, closing costs, demolition, remedial sitework)
(2) Earthquake Safety Program funds remaining for Branch Libraries
(3) Private donations from Friends & Foundation. Includes Friends and Foundation fundraising expenses.
(4) Prop. 14 applications may be submitted for these projects

# Branch Library Program Summary Schedules

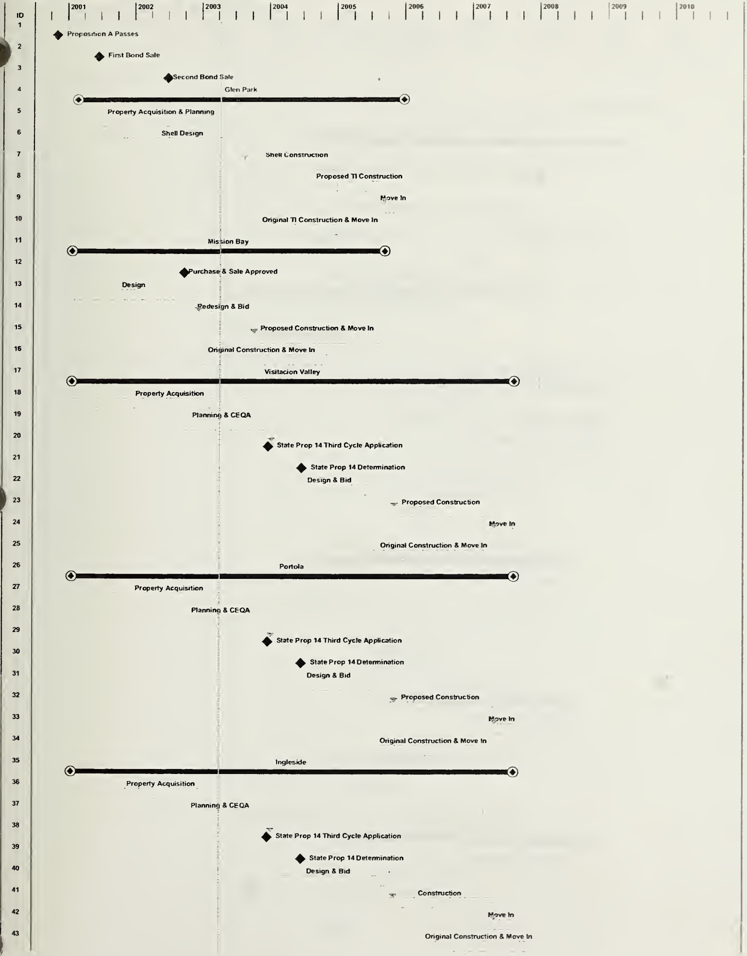


# Branch Library Program Summary Schedules



# BRANCH LIBRARY IMPROVEMENT PROGRAM
## New Construction

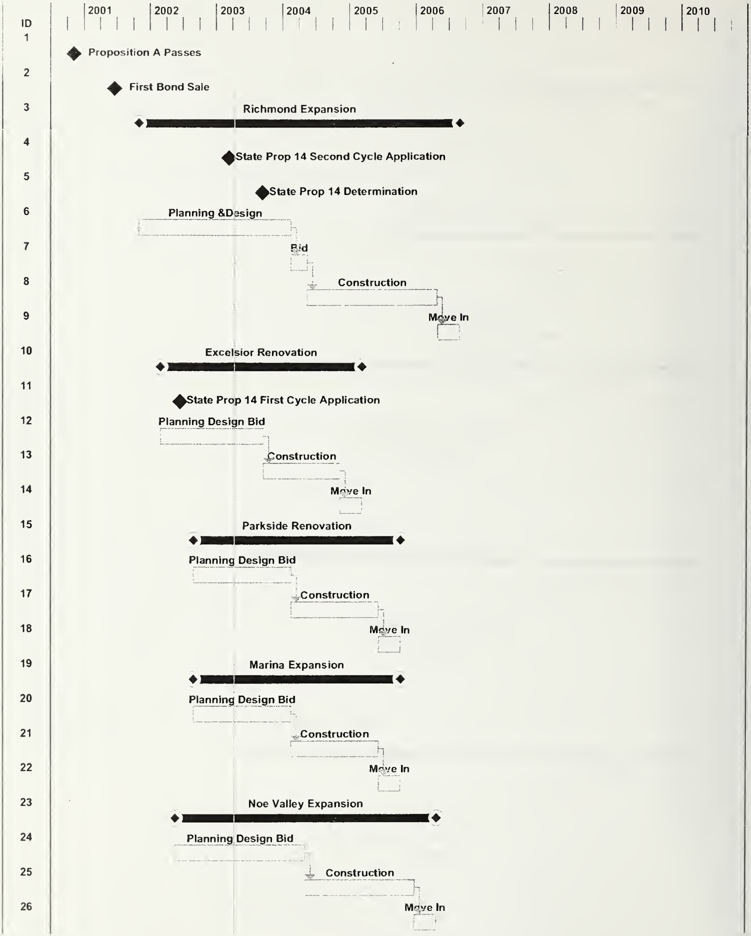
04-17-03



# BRANCH LIBRARY IMPROVEMENT PROGRAM

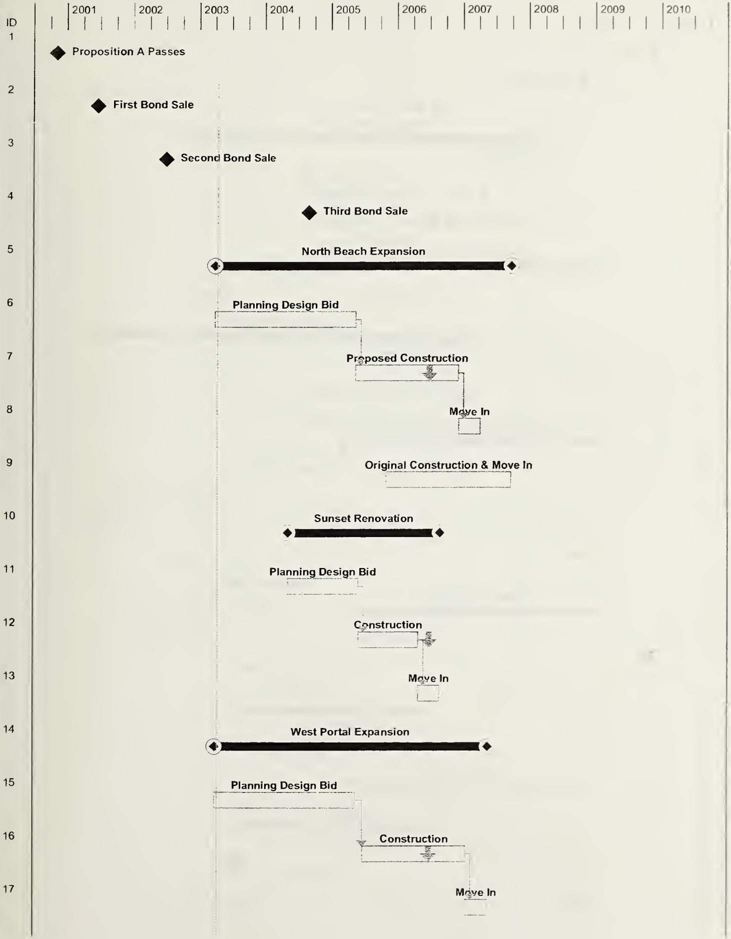
## Phase 1 Renovations & Expansions

04-17-03



# BRANCH LIBRARY IMPROVEMENT PROGRAM
## Phase 2 Renovations & Expansions

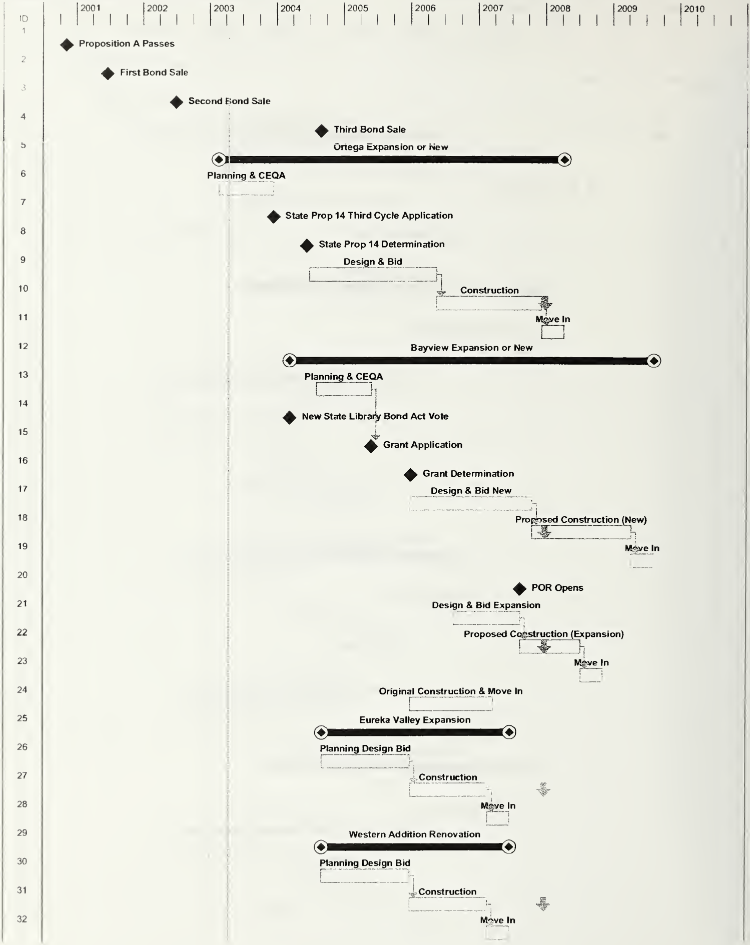
04-17-03



## BRANCH LIBRARY IMPROVEMENT PROGRAM

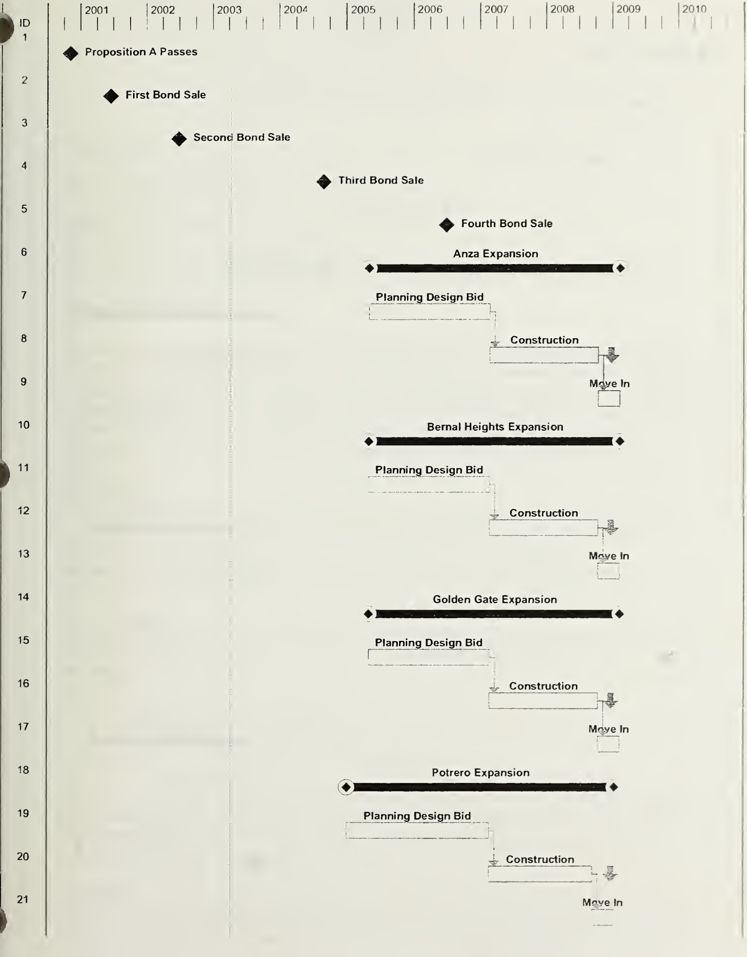
04-17-03

### Phase 3 Renovations & Expansions



# BRANCH LIBRARY IMPROVEMENT PROGRAM
## Phase 4 Renovations & Expansions

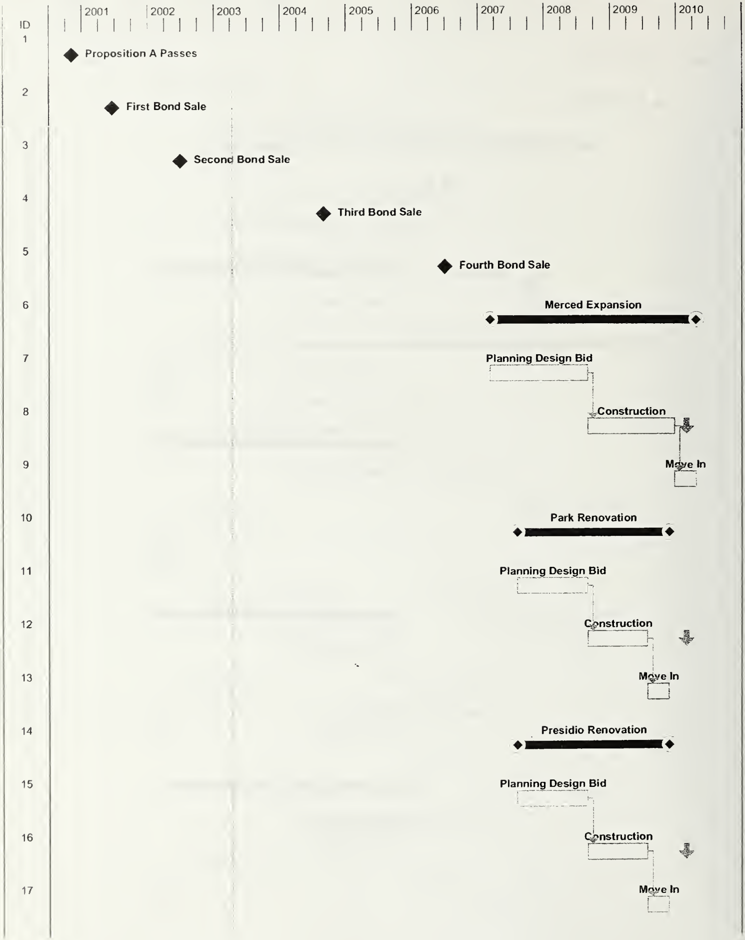
04-17-03



# BRANCH LIBRARY IMPROVEMENT PROGRAM

## Phase 5 Renovations & Expansions

04-17-03



*San Francisco Public Library*
100 Larkin Street, San Francisco, CA 94102

Memorandum

To: Library Commission

From: Susan Hildreth, City Librarian

Re: Recommendation regarding Site Purchase for Visitacion Valley Branch Library

Date: April 15, 2003

We are recommending that you approve the purchase of 201 Leland Avenue as the site for the new Visitacion Valley Branch Library. With your recommendation, the purchase and sale agreement will be forwarded to the Board of Supervisors for their approval. Included in this item is the explanatory memo, two charts describing key elements of the purchase and the project, a summary of the terms of the purchase and a proposed Commission resolution for the Board of Supervisors regarding the purchase. .

**Background**

The Library is planning a 7,200 square foot branch for Visitacion Valley, which would require a site of at least 8,000 square feet. The community has been served by very inadequate leased facilities for many years; and growth is anticipated in this neighborhood as the 3rd St. light rail is extended and the Schlage Lock plant area is redeveloped.

City Real Estate and the Library identified eight preliminary sites which were presented to the community at a meeting in April 2001. Community consensus of sites that should be seriously considered were:

- Laundry at 75-83 Leland Avenue
- Auto repair at 2500-2510 Bayshore Boulevard
- Super Fair Market at 201-231 Leland Avenue

Community members strongly favored the Super Fair Market site, did not prefer a site on either side of Bayshore Boulevard and wanted the branch to be located somewhere on Leland Avenue. The Super Fair Market site, at 16,637 square feet, is a larger site than was anticipated in the bond program.

These three sites were presented to the Library Commission for consideration in June 2001; and staff was directed to obtain information on all sites. The City has researched all these sites as well as others that came to the Library's attention during the site search period. In March 2002, the Library participated in a community planning charrette for Visitacion Valley focused on reutilization of the Schlage Lock plant. The Library's potential location on Leland Avenue at the Super Fair Market site was discussed in those meetings and strongly supported by the community. Incorporation of the branch library into the redevelopment of the Schlage Lock area was not seen as a viable alternative due to the extended time period anticipated to complete the required City planning activities and the proposed improvements.

Knowing that the Super Fair Market site is larger and more costly than was planned in the bond program, the Library has been searching for partners for this project. Discussions have been held with City College and the Mayor's Office of Housing as well as other non-profit housing organizations. Although a partner has not yet been identified, the Library remains open to partnerships for this site and will continue to try to identify partners. Because the Visitacion Valley Branch Library should be a very competitive project for Proposition 14 funding and is planned for submittal in January 2004 (Cycle 3), it is necessary to go forward with the site acquisition at this time.

**Site purchase/project costs**

Please see the attached cost breakdown for this project. The Library had programmed $1,350,000 for site costs based on an 8,000 square foot site at about $168 per square foot. The proposed site is 16,637 square feet with a purchase price of $2,200,000, at about $132 per square foot. Closing and demolition costs are being reduced by $134,000 and soft costs and constructions costs are being held at the estimated level of $3,020,500. Estimated total project costs are $5,960,500, $716.000 over the initial estimated cost. The bond program has the funds available to make the purchase, but, as discussed in the bond program budget review, this site purchase will impact the program and would require a reconsideration of the strategy for use of relocation and moving funds.

The site could be subdivided and square footage not needed for the branch library could be sold. Proceeds from the sale would be credited toward the bond program. Subdivision is not being recommended at this time for several reasons:

- Proposition 14 applications are more competitive if they can show room for growth identified on the proposed library site.
- The branch, currently planned at 7,200 square foot, may need to be expanded in the future; and selling additional land would limit that possibility.
- The subdivision strategy could be revisited in the future, particularly if Proposition 14 funding is not received for this project.

**Recommendation**

In order to begin to prepare the Proposition 14 application for the Visitacion Valley Branch Library, a community meeting was held in October 2002. A site update was given at the meeting, and the community is still firmly in support of the Super Fair Market Site.

Staff feels that it is in the best interest of the future of library service in Visitacion Valley to make the investment in this site. It may impact the bond program, but this impact will not be clearly known until all Proposition 14 application decisions are made. The impact could be mitigated by reconsidering the strategy for interim services and/or the availability of additional bond funds, if a proposed state library construction bond measure is passed. This decision could be interpreted as setting a priority for new facilities. Staff believes that it was the intent of the Mayor and Commission to make sure that neighborhoods served by inadequate, leased facilities for many years would be served by new, adequate, City-owned facilities as a result of the bond program.

Attachments

# Summary of Terms
# 201 Leland Avenue
(Visitacion Valley Branch Library)

1. Seller: SAN JEEV KHARBANDA, a single man, and SUNIL KUMAR KHARBANDA, a single man, and PARVESH C. KHARBANDA and SUMITRA KHARBANDA, husband and wife, collectively referred to as Seller.

2. Property: Approximately 16,637 square feet of land (approximately 158.55 ft. x 106.40 ft., slightly irregular) located at 201 Leland Avenue (Assessor's Block 6252, Lot 36). The property is located at the Southwest corner of Leland and Rutland (approximately one block east of the Visitacion Valley Playground and Elementary School). An existing one-story metal building occupies a portion of the land and is currently being used as the Super Fair Market.

3. Purchase Price: Two Million Two Hundred Thousand Dollars ($2,200,000) (with a $200,000 holdback as provided below). The purchase price equates to approximately $132 per square foot.

4. Due Diligence Period. The City has sixty (60) days following the date of Board of Supervisor approval to investigate all matters pertaining to the property (including environmental maters) and to perform all standard real estate due diligence. The City has the ability to not close the transaction if it discovers a problem with the property during this due diligence period.

5. As Is. City, at close, accepts the improvements in their "as is" condition. (City intends to demolish the improvements.)

6. Title: Seller will deliver marketable fee title to the land and the improvements at the close of escrow. The City's obligation to purchase is conditional upon receipt of title insurance from Chicago Title Company in a form approved by the City.

7. Closing. The Closing will occur on the date that is ninety (90) days after the effective date of a resolution of the Board of Supervisors approving the purchase agreement, or on such earlier date as the City and Seller may mutually agree.

8. Closing Costs. The City shall pay the premium for its title insurance, and one-half of the escrow and recording fees. The City shall also receive a credit in the amount of transfer taxes that would ordinarily be assessed against the Seller but which are not in this case because City is the buyer. The Seller pays one-half of the escrow and recording fees. Other costs and charges, if any, are allocated in accordance with the closing customs for San Francisco County, as determined by the Title Company.

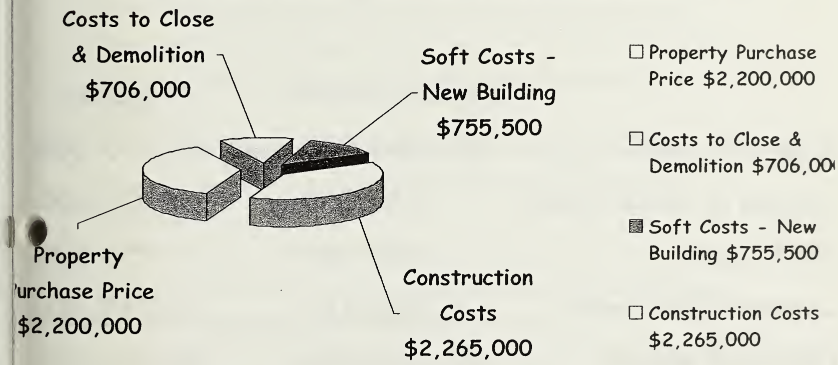
10. Real Estate Taxes. Real estate taxes are prorated as of the closing date, with the Seller paying the pre-closing taxes.

11. Indemnity. The Seller makes a number of representations and warranties as to the known condition of the land.

12. Seller Leaseback. Seller has the right to leaseback the property on a triple net "month to month" basis for a period not to exceed 180 days on the following rent schedule: $1,000 per month for the first 90 days, $5,000 per month for the next 30 days, $10,000 per month for the next 30 days, $16,500 per month for the last 30 days.

13. Purchase Price Holdback. City shall hold back $200,000 of the purchase price as a security deposit to insure Seller performance of Seller's obligations under the lease. In the event Seller has not vacated the property within the 180 day period, in addition to the $16,500 per month rent, City shall reduce the $200,000 holdback by $100 per day for the first 15 days, $200 per day for the next 30 days, $400 per day for the next 30 days, and $800 per day thereafter.

# Visitacion Valley Purchase



rchase price is per Letter of Intent.

nstruction Costs budgeted are for new construction. Furniture & moveable equipment is not included.

ft costs include all professional services & permit fees associated with the new construction project.

osing costs include City Attorney, Title Insurance, Alta survey, environmental study, appraisal, CEQA and Gener
an Referral. Demolition costs include hazardous materials abatement, demolition of building and paving, utility
nnection fees.

oving costs & Real Estate Department are provided for elsewhere.

# Visitacion Valley Purchase

| | Original Budget | Proposed |
|---|---|---|
| Property Costs | $1,350,000 | $2,200,000 |
| Closing & Demo Costs | 840,000 | 706,000 |
| Soft Costs | 755,500 | 755,500 |
| Construction Costs | 2,265,000 | 2,265,000 |
| PROJECT COST | $5,210,500 | $5,926,500 |
| DIFFERENCE | | ($716,000) |
| | | |
| PROPERTY SIZE | 8,000 SF | 16,637 SF |

# SAN FRANCISCO LIBRARY COMMISSION

RESOLUTION NO. ____________________

## RESOLUTION ENDORSING ACQUISITION OF REAL PROPERTY LOCATED AT 201 - 231 LELAND AVENUE FOR THE VISITACION VALLEY BRANCH LIBRARY AND URGING BOARD OF SUPERVISORS TO APPROVE PURCHASE AND SALE AGREEMENT

WHEREAS, On November 7, 2000, the voters of the City and County of San Francisco passed Proposition A, "Branch Library Facilities Improvement Bonds, 2000" for general obligation bonds in the amount of $105,865,000 for the acquisition, renovation and construction of branch libraries and other library facilities; and

WHEREAS, One priority of the Branch Library Facilities Improvement Bonds is to relocate the four branch libraries located in rented facilities into facilities owned by the City; and

WHEREAS, The Visitacion Valley Branch Library presently is housed in a facility rented by the City at 45 Leland Avenue that is inadequate to meet the long term needs of the neighborhood it is intended to serve; and

WHEREAS, At a Meeting of the San Francisco Public Library Commission ("Library Commission") held June 28, 2001, the Library Commission authorized the City Librarian and the Department of Real Estate to investigate, with the intent to purchase as a library site, three sites, including the "Super Fair Market " (the "Property"), which is an approximately 16,637 square foot parcel of land, with improvements thereon, located at 201-231 Leland Avenue; and

WHEREAS, The Department of Real Estate, on behalf of the Library Commission and the City, has negotiated the form of an agreement to purchase the Property (the "Purchase Agreement") for Two Million Two Hundred Thousand

Dollars ($2,200,000), subject to the conditions described in the Purchase Agreement, a copy of which is on file with the Library Commission; and

WHEREAS, The Purchase Agreement is subject to the prior approval of the Board of Supervisors, and all planning and environmental review pursuant to the San Francisco General Plan, Section 101.1 of the Planning Code, and the California Environmental Quality Act (CEQA) required for the City to purchase the Property shall be completed prior to submission of the Purchase Agreement to the Board of Supervisors for approval; now, therefore, be it

RESOLVED, That the Library Commission endorses the purchase of the Property on the terms and conditions set forth in the Purchase Agreement and, subject to completion of all required environmental review and governmental approvals pursuant to the San Francisco General Plan, Section 101.1 of the Planning Code, and the California Environmental Quality Act (CEQA), urges the City's Board of Supervisors and Mayor to approve the Purchase Agreement; and be it

FURTHER RESOLVED, That the Library Commission authorizes the City Librarian and the Director of Property to enter into any additions, amendments or other modifications to the Purchase Agreement that they determine are in the best interests of the City, do not materially decrease the benefits to the City, and do not materially increase the obligations or liabilities of the City, such determination to be conclusively evidenced by the execution and delivery of any such additions, amendments, or other modifications; and be it

FURTHER RESOLVED, That, should the Board of Supervisors approve the Agreement, the Library Commission authorizes the City Librarian and the Director of Property to take all steps necessary to execute, deliver and perform all of the City's obligations under the Purchase Agreement in accordance with its terms, and to acquire the Property; and be it

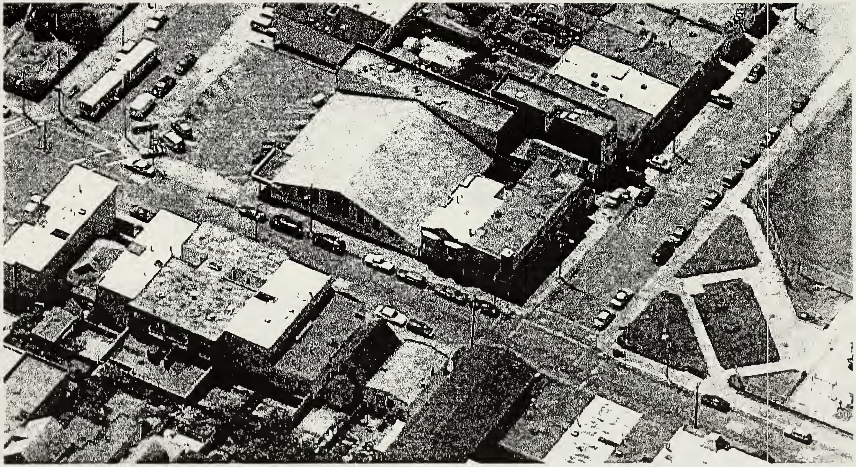
FURTHER RESOLVED, That, should the Board of Supervisors approve the Purchase Agreement, the Library Commission authorizes the City Librarian and the Director of Property to take all steps that are necessary or advisable to complete the transaction contemplated in the Purchase Agreement, to effectuate the purpose and intent of this Resolution, and that do not materially increase the obligations or liabilities of the City.

FURTHER RESOLVED, That all actions previously taken by any City and County of San Francisco official in connection with the Purchase Agreement are hereby ratified, approved and confirmed by the Library Commission.

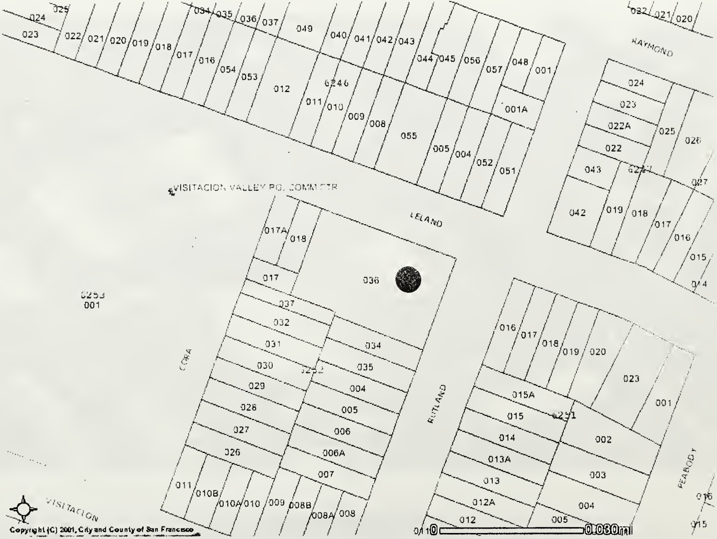
Approved on _______________.

____________________________________
Commission Secretary

# 201 Leland Ave.



# 201 Leland Ave.
# Block 6252, Lot 36


RAYMOND
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RUTLAND
CORA
PEABODY
VISITACION
VISITACION VALLEY PO. COMM CTR
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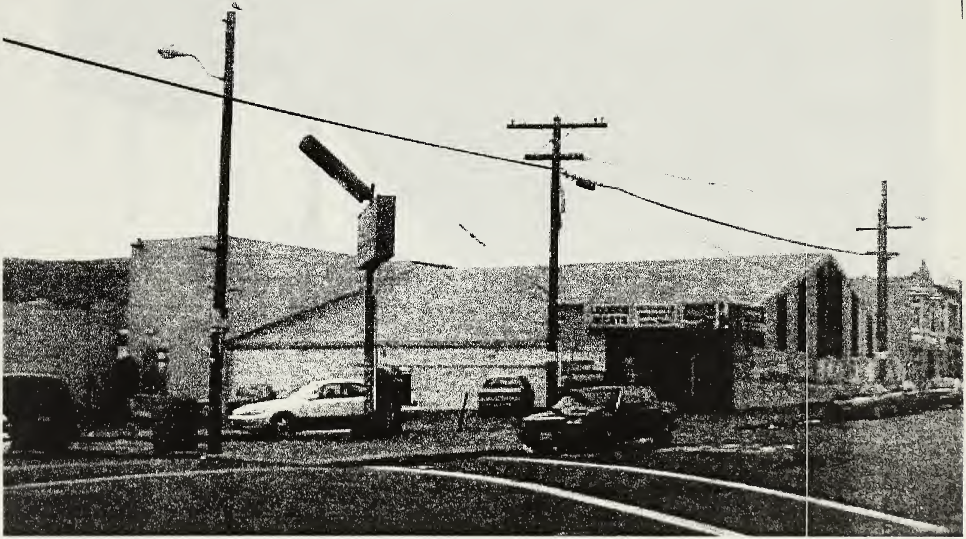
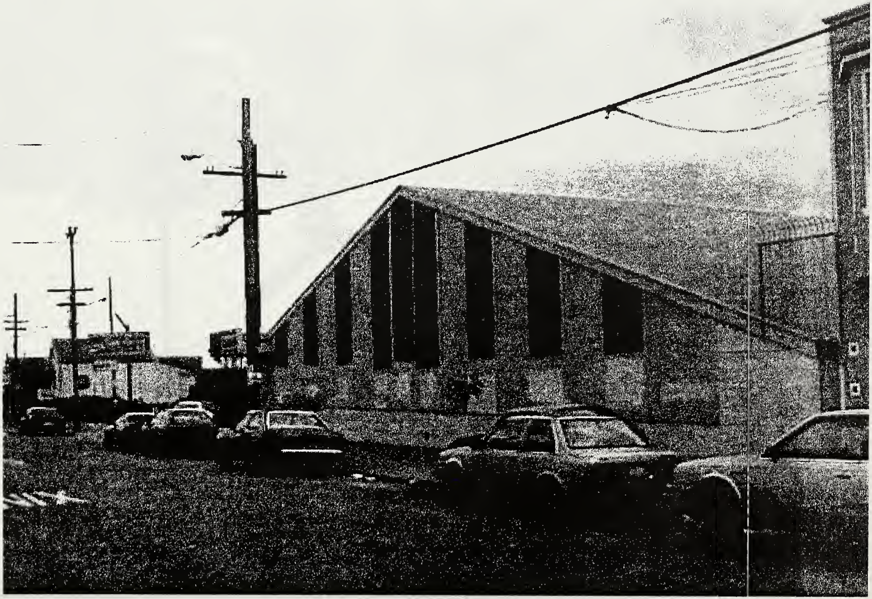
Copyright (C) 2001, City and County of San Francisco

201 – 231 Leland (1 of 2)
Looking west on Leland



**201 – 231 Leland (2 of 2)**
**Looking east on Leland**



*San Francisco Public Library*
100 Larkin Street, San Francisco, CA 94102

Memorandum

To: Library Commission

From: Susan Hildreth, City Librarian

Re: Relocation Strategy Review

Date: April 15, 2003

We have presented information to the Commission on relocation/interim branch library services plans in October and December 2002. That material is attached for your information. We have also been working closely with community members from the Excelsior neighborhood and library/bond program staff to determine how to provide interim services during the impending closure of the Excelsior Branch in Fall 2003.

Today we are recommending to the Commission that a strategy of limiting the provision of temporary facilities to the Richmond neighborhood only be adopted. We are recommending that you allocate funds that are not used for temporary facilities to support bond program projects so that it can be completed as promised to the voters in November 2000. Although the closure of any library facility is a difficult inconvenience, it is in the best interest of the Library and the City that the branch facilities are permanently improved. All efforts will be made to work with community groups in each neighborhood to determine how interim services can be most appropriately provided and to ensure that the Library's presence remains highly visible in the neighborhood during the branch closure.

**Relocation and moving costs**

$4,320,000 has been allocated for relocation and moving in the bond program budget. Please see below the recommended use of the relocation and moving funds.

| Use of funds | Proposed 12/02 | Proposed 4/03 |
|---|---|---|
| Moving – new branches | $250,000<br>5 branches @ $50,000 | $50,000<br>5 branches @ $10,000 |
| Moving – existing branches | $550,000<br>11 branches @ $50,000 | $380,000<br>19 branches @ $20,000 |
| Interim facilities | $2,500,000<br>8 sites @ $312,500 | $500,000<br>1 site @ $500,000 |
| Bookmobiles | $800,000<br>2 @ $400,000 | $300,000<br>2 @ $150,000 |
| Support Service Center Technology/telephones | Included in interim facilities | $250,000 |
| Portables | $200,000<br>2 @ $100,000 | N/A |
| Total | $4,300,000 | $1,480,000 |

With every month of implementation of the bond program, we have more definite information on program needs and costs. With this information, we have modified the initial allocation of funds for relocation/moving. With the modified scope of interim services, $2,840,000 would be made available for support of all bond projects.

**Services during branch closures**

Staff is suggesting that an interim facility be planned for the Richmond Branch only. We anticipate the longest (two years) closure for this facility and it is in a rather unique geographic area of the city, without too many branches nearby. It is also a key resource branch and the second busiest branch in the system. Staff is already beginning to search for possible sites for a temporary facility. We expect to close the Richmond Branch in Fall 2004 so it is not too soon to begin to locate a facility. If we were able to identify facilities that met the Library's needs and were available at no charge in other neighborhoods, we would certainly consider providing services in the alternate locations, but it is unlikely that we will find such locations at no charge.

We are in the process of purchasing two new bookmobiles that will be placed in various neighborhoods during branch closures. We plan to work with each neighborhood to review service alternatives and tailor a service plan during the branch closure that will meet the specific needs of that neighborhood. We have been pursuing that effort in Excelsior, have reviewed a number of potential relocation sites, none of which have been suitable or available, and are now developing plans for alternate services during the closure. Please see the attached "Excelsior Interim Services Update".

**Recommendation**

We are recommending that the Commission adopt a strategy of providing a temporary facility for the Richmond Branch Library only and redirecting $2,840,000 to support bond program projects. The reasons include the following:

- We are approaching the end of the site acquisition phase of the bond program, which is the phase that included the greatest unknown factors. It should be much more feasible to contain design and construction costs to estimated budgets than has been true for site acquisition. But, in order to meet the project scopes as planned, funds allocated to relocation/moving need to be redirected to bond program projects.
- The Commission could wait until the award of Proposition 14 funds in Cycle 2 and 3 are known, which could relieve some of the pressure on the bond program, but by making this decision at this time, a clear direction would be affirmed that the Commission sees as a priority completing all projects as promised to the voters in November 2000. The adoption of this strategy would potentially make funds available to address unknown situations during the life of the program as well as to possibly enhance the scope of some projects.
- A clear question of priority is presented here –is it a better investment to spend bond dollars on interim facilities or on the City's permanent branch libraries? Staff recommends that the investment in permanent facilities should be a priority.

Attachments

# Excelsior Interim Services Update 4/15/03

As a follow up to the SFPL community meeting on December 7th, the Interim Services Community Work Group (composed of community members, the Branch's CNL representatives, library/bond staff, and Supervisor Sandoval's aide) met on January 14 and March 24, 2003. The group discussed alternative sites, book- mobiles, hours at nearby branches, place for special collections, book returns, children's services, and neighborhood communication.

Alternative sites:

SFPL has considered 6 vacant storefronts:

- 4550-4564 Mission/previously Woolworth's – Art House is still seeking funds to lease space from Rite Aid. Unlikely to be ready by September.
- 4721 Mission/previously McDonalds – Interior in poor condition. Owner not interested in short term lease.
- 4750 Mission/Mission Child Care Consortium – Second floor space available though no ADA elevator. Not clear on what sort of floor load can be accommodated.
- 4760 Mission – Poor condition and monthly rent of $9,000.
- 4575 Mission/previously a theater – Unable to contact broker or owner. Unacceptable sloped floors are usually found in theaters.
- 4430 Mission/leased by On Lok- Not available.

Bookmobiles/Book Drops:

The Library is in the process of acquiring a bookmobile to place at one site in the Excelsior 4-6 days a week and locate a book drop at the same location for 24 hour use. The following sites (in order of preference) are being considered:

- Safeway (manager's considering)
- Cala (manager's considering)
- Valente Marini Perata Funeral Home (next to Safeway)
- Balboa Park BART station
- Church/school parking lots
- A neighborhood parking spot on the street

Other branches:

A survey of Excelsior Branch users was conducted to see what other branches patrons would use during renovation. Library staff analyzed this, along with a survey on the transit of materials and is recommending opening Glen Park (the closest branch) on Monday and Sunday and letting the public know that Mission and Chinatown are already open 7 days/week.

Special Collections:

The Excelsior Branch houses a unique Filipiniana collection. The staff is surveying the collections' users as to where they would prefer to house the bulk of the collection. The results will be tallied in 2 weeks.

Children's services:

One of the priorities of the Community Work Group was to secure places to hold the Excelsior Branch library's children's programs. SFPL has talked to the directors of the Excelsior/OMI Neighborhood Beacon Center and the Excelsior Youth Center (run by the Boys & Girls Club) and they are interested in holding homework help, summer reading, and other special programs at their sites. The staff is also contacting other organizations in the neighborhood.

Communication:

At the suggestion of the Community Work Group, a ten-foot banner will be hung on the front of the branch, announcing "Branch Renovation Coming Soon." There will also be regular handouts for users on the closure timeline and hours/services at other branches. The editor of the Gateway Gazette plans to run a "countdown to closure" item regularly in the paper.

**Programwide Budget Review**
**SCENARIO A- STATE GRANTS RICHMOND ONLY ($4,633,870)**
4/15/2003

| Category | Item | Original | Approved | Proposed | Difference |
|---|---|---|---|---|---|
| **Program- wide Services & Costs** | | **$22,355,000** | **$27,316,500** | **$23,997,628** | **$3,318,872** |
| | Library Costs & Consultants | 800,000 | 800,000 | 800,000 | 0 |
| | Management Costs & Consultants | 750,000 | 750,000 | 750,000 | 0 |
| | City Program Management | 3,600,000 | 3,600,000 | 3,600,000 | 0 |
| | Real Estate Department Labor | 120,000 | 120,000 | 235,281 | (115,281) |
| | Art Enrichment | 0 | 302,000 | 302,000 | 0 |
| | Relocation & Moving | 4,320,000 | 4,320,000 | 1,480,000 | 2,840,000 |
| | Furniture & Equipment | 15,000,000 | 16,000,000 | 16,000,000 | 0 |
| | Bond Financing Costs | 2,915,000 | 1,500,000 | 1,500,000 | 0 |
| | Unallocated Bond Interest Proceeds | | | (293,204) | 293,204 |
| | Bond Interest Proceeds Subject to Arbitrage* | | | (429,052) | 429,052 |
| | Allocated Bond Interest Proceeds | | | (163,500) | 163,500 |
| | Unfunded Prop 14 | | | 5,366,103 | (5,366,103) |
| | Program Reserve | 0 | 5,074,500 | 0 | 5,074,500 |
| **Site Acquisitions & New Construction** | | **$30,526,500** | **$31,722,500** | **$32,438,500** | (716,000) |
| | Glen Park | 4,610,000 | 4,698,000 | 4,698,000 | 0 |
| | Ingleside | 4,388,000 | 4,843,000 | 4,843,000 | 0 |
| | Portola | 4,388,000 | 4,388,000 | 4,388,000 | 0 |
| | Visitacion Valley | 5,210,500 | 5,210,500 | 5,926,500 | (716,000) |
| | Support Services | 8,626,000 | 8,626,000 | 8,626,000 | 0 |
| | Mission Bay | 3,304,000 | 3,957,000 | 3,957,000 | 0 |
| **Renovations & Expansions** | | **$75,233,500** | **$70,076,000** | **$70,076,000** | **$0** |
| | All Design & Construction | 75,233,500 | 70,076,000 | 70,076,000 | 0 |
| **TOTAL** | | **$128,115,000** | **$129,115,000** | **$126,512,128** | **$2,602,872** |

NOTE: Interest earned this fiscal year is subject to arbitrage payments, calculated at fiscal year end.

Programwide Budget Review
**SCENARIO B- STATE GRANTS PORTOLA ONLY ($2,400,000)**
4/15/2003

| Category | Item | Original | Approved | Proposed | Difference |
|---|---|---|---|---|---|
| **Program- wide Services & Costs** | | **$22,355,000** | **$27,316,500** | **$26,231,525** | $1,084,975 |
| | Library Costs & Consultants | 800,000 | 800,000 | 800,000 | 0 |
| | Management Costs & Consultants | 750,000 | 750,000 | 750,000 | 0 |
| | City Program Management | 3,600,000 | 3,600,000 | 3,600,000 | 0 |
| | Real Estate Department Labor | 120,000 | 120,000 | 235,281 | (115,281) |
| | Art Enrichment | 0 | 302,000 | 302,000 | 0 |
| | Relocation & Moving | 4,320,000 | 4,320,000 | 1,480,000 | 2,840,000 |
| | Furniture & Equipment | 15,000,000 | 16,000,000 | 16,000,000 | 0 |
| | Bond Financing Costs | 2,915,000 | 1,500,000 | 1,500,000 | 0 |
| | Unallocated Bond Interest Proceeds | | | (293,204) | 293,204 |
| | Bond Interest Proceeds Subject to Arbitrage* | | | (429,052) | 429,052 |
| | Allocated Bond Interest Proceeds | | | (163,500) | 163,500 |
| | Unfunded Prop 14 | | | 7,600,000 | (7,600,000) |
| | Program Reserve | 0 | 5,074,500 | 0 | 5,074,500 |
| **Site Acquisitions & New Construction** | | **$30,526,500** | **$31,722,500** | **$32,438,500** | [illegible] |
| | Glen Park | 4,610,000 | 4,698,000 | 4,698,000 | 0 |
| | Ingleside | 4,388,000 | 4,843,000 | 4,843,000 | 0 |
| | Portola | 4,388,000 | 4,388,000 | 4,388,000 | 0 |
| | Visitacion Valley | 5,210,500 | 5,210,500 | 5,926,500 | [illegible] |
| | Support Services | 8,626,000 | 8,626,000 | 8,626,000 | 0 |
| | Mission Bay | 3,304,000 | 3,957,000 | 3,957,000 | 0 |
| **Renovations & Expansions** | | **$75,233,500** | **$70,076,000** | **$70,076,000** | $0 |
| | All Design & Construction | 75,233,500 | 70,076,000 | 70,076,000 | 0 |
| **TOTAL** | | **$128,115,000** | **$129,115,000** | **$128,746,025** | $368,975 |

NOTE: Interest earned this fiscal year is subject to arbitrage payments, calculated at fiscal year end.

# Seymour Lubetzky – transformed library cataloging

*By Wolfgang Saxon*
NEW YORK TIMES

Seymour Lubetzky, who helped librarians channel the rising tide of information with his ingenious transformation of cataloging, died April 5 in Los Angeles. He was 104.

Mr. Lubetzky worked for years at the Library of Congress, where he started in the 1940s sorting out an overwhelming backlog of books waiting to be entered into the library's soaring inventory. In the 1960s he taught at UCLA, where he retired in 1969 as a professor at the School of Library Service.

The Dewey Decimal Classification assigns numbers to books to organize them on library shelves. But Mr. Lubetzky's theories went beyond the numbers to provide descriptive rules for identifying a book and condensing its nature into a meaningful but concise catalog entry in a place where a user might look for it.

"Classifying is one thing," said Elaine Svenonius, emeritus professor of information studies at UCLA and co-editor of a book on Mr. Lubetzky. "Describing a book for a catalog is quite another."

Mr. Lubetzky, fluent in six languages, after retirement continued his work as a consultant in the United States and overseas. His contributions were crystallized in two books, "Seymour Lubetzky: Writings on the Classical Art of Cataloging," edited by Svenonius and Dorothy McGarry (Libraries Unlimited, 2001); and "Future of Cataloging: The Lubetzky Symposium, April 18, 1998; University of California, Los Angeles" (American Library Association, 2000).

He was born Shmaryahu Lubetzky in Zelva, a village in what is now Belarus, and taught in a private Hebrew school system before coming to the United States in 1927. In 1932 he received a master's degree in German at UC Berkeley, where he also studied at the library school, and became a cataloger at UCLA.

He drew attention with his writing about prevailing library practices in Library Quarterly and with a presentation at the 1939 annual meeting of the American Library Association, where he laid out his ideas for improvement. In 1943, the Library of Congress hired him for six months to review its badly clogged system of recording newly received publications, an appointment that soon became permanent.

Mr. Lubetzky faced an arcane system encrusted with redundancies, inconsistencies and irrelevancies. He set out to start over with what became the library's "Rules for Descriptive Cataloging" of 1949.

He was the theorist of his profession, and his rules introduced a system of organizing information, applicable in libraries as well as in private offices or on the Internet. His rules made changes as simple and logical for users as having the heading for a book published by a UCLA department list the university's name directly, rather than starting with the institution's location, California, and then getting to its name, Barbara Tillett of the Library of Congress explained.

Mr. Lubetzky left the Library of Congress in 1960 to join the new School of Library Service at UCLA. In 1969 he published his masterwork, "Principles of Cataloging," which condensed his thoughts on the subject and became a staple for library schools.

Last year, just before his 104th birthday, the American Library Association awarded him an honorary lifetime membership, its highest honor.

Mr. Lubetzky is survived by two sons, David of Washington and Richard of Los Angeles, and a grandson. His wife of 47 years, Beatrice Charnas Lubetzky, died in 1981.

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*San Francisco Public Library Commission*
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Willie L. Brown, Jr.
*Mayor*

Charles A. Higueras, A.I.A
*President*

Carol Steiman
*Vice President*

Helen Marte Bautista
Lonnie K. Chin
Steven A. Coulter
Fran A. Streets
Deborah Strobin
*Commissioners*

Susan Hildreth
*City Librarian*

Michael Housh
*Commission Secretary*

# SAN FRANCISCO PUBLIC LIBRARY COMMISSION

Draft Minutes of the regular meeting of Tuesday, May 20, 2003.

The San Francisco Public Library Commission held a regular meeting on Tuesday, May 20, 2003 in the Koret Auditorium, Main Library.

President Higueras called the meeting to order at 4:07PM.

The following members were noted present: Commissioners Bautista, Coulter, Higueras, and Strobin. Commissioners Steiman and Streets were excused.

## AGENDA ITEM #1 APPROVAL OF THE MINUTES OF THE APRIL 1, 2003 COMMISSION MEETING

### Public comment on AGENDA ITEM #1 APPROVAL OF THE MINUTES OF THE APRIL 1, 2003 COMMISSION MEETING

An anonymous member of the public found several problems with the minutes citing the report of approval of the March Minutes, particularly noting that their comment expressing satisfaction with the Minutes applied only to the report of Agenda Item # 10 Public Comment not the minutes in general. Additionally, this person cited to other page 9 errors in a discussion of the Fuhrman Fund and called attention to their public comment offered on adjournment concerning late Commissioner Nate Schmulowitz that was not reported. Mr. Ed Regan commented that his remarks were accurately reported. Mr. Peter Warfield expressed concern that the minutes covered, omitted and hid what occurred in the meeting. Mr. Warfield cited: a lack report of his remarks about the strategic plan not mentioning books; a City Librarian's statement concerning credit reporting; his remarks that books were the core of the library's mission, that POE related work was not providing space for books, and did not report his approval of suggested agenda items offered under New Business. Deborah Doyle, Friends & Foundation requested that a Friends & Foundation Report mention of $50,000. Osher Foundation grants to branches be clarified to note that this referred to first phase branches with a reasonable hope that similar amounts would become available as the Friends & Foundation Capital Campaign for Branch Libraries gets underway.

### Commission discussion of AGENDA ITEM #1 APPROVAL OF THE MINUTES OF THE APRIL 1, 2003 COMMISSION MEETING

President Higueras noted that the Minutes were not intended to be a verbatim report of the meeting, recommending that those seeking a word for word account review the tapes of the meeting and suggested that those dissatisfied with how items were reported in the minutes submit Public Comment Summary Statements as provided for in the Sunshine Ordinance. President Higueras suggested omitting the Agenda item #1 reference to the anonymous member of the public approving the Minutes. The Commission Secretary proposed to correct omission of any public comment offered on adjournment. Commissioner Coulter asked that Ms. Doyle's proposed clarification in the Friends & Foundation Report be made.

MOTION: Commissioner Bautista, seconded by Commissioner Strobin that the April 1, 2002 Minutes be approved as amended.

ACTION: AYE 4-0 (Bautista, Coulter, Higueras, and Strobin)

## AGENDA ITEM #2 APPROVAL OF THE MINUTES OF THE APRIL 17, 2003 COMMISSION MEETING

### Public comment on AGENDA ITEM #2 APPROVAL OF THE MINUTES OF THE APRIL 17, 2003 COMMISSION MEETING

An anonymous member of the public called attention to several errors in the Minutes, noting a change was made in the minutes's report of the City Librarian's remarks on the availability of Richmond Branch Prop. 14 Application documents, two typographical errors on pages 5 and 7 that were not corrected, and a page 4 mention of assumptions made that did not make clear what was referred to. Mr. Peter Warfield found that the reports of bond related matters were omitted and noted lack of report of his remarks concerning: Friends & Foundation fundraising overhead, a Prop 14 Application discussion in the February minutes; and about the Excelsior Branch renovations and the size of the Branch collection.

### Commission comment on AGENDA ITEM #2 APPROVAL OF THE MINUTES OF THE APRIL 17, 2003 COMMISSION MEETING

Commissioner Coulter suggested that the Commission Minutes take a less is more approach. He commented that the minutes were often difficult to read and that corrections in the minutes be made simply by making needed changes without reporting discussion about needed changes as is done by many legislative bodies. President Higueras agreed that the minutes could be simpler, more concise, and that the Library Commission's minutes were clearly by far the most detailed done by any City commission.

Commissioner Chin joined the meeting at 4:23PM

MOTION: Commissioner Coulter, seconded by Commissioner Strobin that the April 17, 2002 Minutes be approved.

ACTION: AYE 5-0 (Bautista, Chin, Coulter, Higueras, and Strobin)

## AGENDA ITEM #3 BLIP ADVISORY COMMITTEE REVISION

The City Librarian outlined for the Commissioner a report (copy attached) recommending an expansion of the Advisory Committee to the Branch Library

Improvement Program. Ms. Hildreth provided an overview of the background of this proposal, citing in particular the extensive and positive contributions made by Supervisor Jake McGoldrick in considering ways to improve and expand citizen input. Ms. Hildreth then discussed the nature and work done by the various oversight and advisory bodies such as the General Obligation Bond Oversight Committee (GOBOC) and the Strategic Planning Task Force that had a role in assisting the Library. The City Librarian then described the current BLIP Advisory Committee makeup and discussed its work since being convened in October 2001. Ms. Hildreth next outlined key points in the proposed reconstitution of the BLIP Advisory Committee.

Public comment on AGENDA ITEM #3 BLIP ADVISORY COMMITTEE REVISION

Ms. Denise D'Anne, San Francisco Tomorrow recommended an oversight committee created by and reporting to the Board of Supervisors instead of the proposed reconstitution of the BLIP committee, was critical of the proposed make up of the committee, recommended inclusion of an appointee from the Coalition of San Francisco Neighborhoods, and suggested that the Commission defer action on this matter. An anonymous member of the public suggested that the proposed body would be unwieldy and that any such body such be independent and report to a higher authority. This person recommended either creation of a body as proposed by former Supervisor Yee or creation of a committee of the Commission to address these issues, and suggested that perhaps the purpose was to drown oversight. Ms. Barbara Berman, Friends & Foundation, noted that as a book person, she was comfortable with the City Librarian's proposal and called attention to the importance of including youth input. Mr. Dick Millet, Potrero Boosters, expressed concern that the group was too large and not sufficiently representative of neighborhood organizations, suggesting inclusion of a representative from the Coalition of San Francisco Neighborhoods. Mr. Tony Sacco, New Mission Terrace Neighborhood Association, noted that he was involved because of his interest in the Excelsior Branch renovation and suggested that a 21 member group could work, but should have monthly meetings and include more neighborhood organizations such as the Coalition of San Francisco Neighborhoods. Ms. Ellen Egbert, Bernal Heights ' representative on the Council for Neighborhood Libraries, expressed support for the City Librarian's proposal; and suggested that there was sufficient neighborhood representation on the proposed 21 member committee. Mr. Peter Warfield found the proposed body unwieldy and commented that the charge for the group was too restrictive. Mr. Warfield opined that there should be real oversight and real independence and that no group created the Library could meet his standards. Mr. Warfield also commented that there were a number of important issues concerning

Public Comment Summary Statements included in Appendix A of these Minutes are authorized by San Francisco Administrative Code Section 67.16. These summary statements are provided by the speaker. Their contents are neither generated by, nor subject to approval or verification of accuracy by, the San Francisco Public Library Commission books that were not addressed. Ms. Deborah Doyle, Friends & Foundation reported that the Friends & Foundation supported the proposed expansion and noted that the Board of Supervisors had recently consolidated or abolished many of its citizen advisory committees in view of the current budget situation. Ms. Susan Hall, Richmond Democratic Club, suggested that the proposed committee was too large and had too many members affiliated with the Library. Ms. Hall suggested that such a body not be limited to bond related matters, meet monthly, and include a representative from the Coalition of San Francisco Neighborhoods. Ms. Charlotte Breckinridge, expressed a preference for a Board of Supervisors appointed committee, opposition to efforts to digitize books, and recommended creation of computer centers. Ms. Breckinridge also recommended that the group address all library issues beyond just the bond program. Ms. Vicky Moses, homeless, noted that the library was very import to her and asked that it be open more hours. Ms. Jeannene Przyblyski, Friends of Noe Valley, noted the importance of a branch centered view of libraries and suggested that the expanded Branch Library Improvement Program (BLIP) Advisory Committee, with additional suggestions, would be a big but inclusive body and that the Commission should move forward. Ms. Sue Cauthen, Neighborhood Library Coalition, urged that the Commission not take action and gather additional input. Ms. Cauthen recommended monthly meetings and noted that while the committee was large this could be addressed by strong committees to study issues. Ms. Cauthen noted that she favored the approach proposed by former Supervisor Yee. Mr. Emeric Kalman questioned the budget for the BLIP Advisory Committee, questioning the cost of including city employees, and opined that everything was connected to taxpayers' money that was not a concern to city staff. Ms. Debra Neiman, Noe Valley resident, suggested inclusion of more branch library stakeholders and expressed concern that fighting over appointments could drive away interested library users.

## Commission comment on AGENDA ITEM #3 BLIP ADVISORY COMMITTEE REVISION

In response to questions by president Higueras, the City Librarian discussed the various Supervisors' reactions to the proposed expansion of the BLIP Advisory Committee and outlined the various ways neighborhood representatives were included in the proposal. Ms. Hildreth noted that the proposed number was not too unwieldy as the usual attendance could be expected to be 15 to 18 members. The City Librarian then described discussions about the BLIP Advisory Committee convened by Supervisor McGoldrick to address concerns raised by members of the public. Commissioner Bautista expressed misgivings about the potential for conflict between the appointed representatives concerning what was wanted in their particular branches as well as conflict between adult and youth users and that more dialogue was needed to hash out the se issues. The City Librarian suggested that it was not necessary that the Commission take action at this meeting. Commissioner Chin noted that there was a difference between being heard and being able to stop the program and additionally called attention to the point that there were many library users, neighborhoods, and sectors of the community not heard from on this matter. Commissioner Chin urged that individuals look beyond selfish goals. She also strongly urged that youth be represented. President Higueras concluded the discussion by noting that there were many difficult choices that had to be made in renewing existing libraries to meet the needs of users within the limitations imposed by spaces and budgets as well as address accessibility concerns and seismic safety issues. He pointed out that there was no bias toward computers over books and noted that younger users continually requested mores media access. President Higueras remarked that the Branch Library Improvement Program was addressing both physical spaces as well as services offered in our libraries and that it was vital to trust the professionalism of the Library's staff to tailor each branch collection to the expressed needs of the neighborhoods. President Higueras commented that in his view the BLIP Advisory Committee should focus on the Branch Library Improvement Program addressing these issues rather than duplicating the Commission.

Commissioner Bautista left the meeting at 5:33PM.

In response to a question by Commissioner Coulter, the City Librarian discussed the primarily fiscally oriented work of the General Obligation Bond Oversight Committee (GOBOC) created by the voters. Commissioner Coulter suggested that making the work for the proposed committee more interesting would attract and motivate involvement. He suggested that to address a broader issue that there could be an advisory committee on collection management issues created, but noted that these issues were tied together and should not be addressed in isolation. Commissioner Coulter recommended that a Commission Committee be created so that the Commissioners were actively involved in this process. He also suggested that a respected chair, someone like the late Sally Brunn, who was outside the Library but actively interested in and supportive of it, be recruited creation to lead this committee with clear assigned. Commissioner Coulter further recommended that designated representation for communities of interest such as the disabled, youth seniors, and those not using libraries among others be identified for the committee appointments. Commissioner Coulter recommended going directly to grassroots organizations rather that granting appointments to groups representing groups of community organizations and that library professionals not affiliated with the Library be brought in to provide a sophisticated view of where libraries' needs and issues of concern. Commissioner Coulter concluded that this committee could be either a great success or a real mess. He additionally recommended that the committee do an annual report and develop a charter to guide its activities. Commissioner Coulter noted that timing was everything and that the branch improvement projects could not wait but must go forward.

President Higueras noted that the proposed BLIP Committee should provide broad oversight over the Branch Library Improvement Program, but that the individual neighborhoods should have more direct input on their individual projects, suggesting that the proposed revised BLIP not address finer points but would focus on issues involving the entire program.

President Higueras called for a brief recess at 5:47PM
The Commission returned to session at 5:53PM

President Higueras explain that as the quorum would be lost at 6:30PM he was taking up Agenda Item #5 The Branch Improvement Program Managers' Report next and would then take Public Comment

## AGENDA ITEM #5 BOND PROGRAM MANAGER'S REPORT (copy attached)

Branch Improvement Program Manager Marilyn Thompson noted that there would be an informational report on ADA (Americans with Disabilities Act) issues and the Branch Library Improvement Program this month. The Branch Improvement Program Manager then introduced Kevin Jensen, DPW Disability Access Coordinator and Marti Goddard, Library Access Services Manager for presentations on these issues. Ms. Goddard presented a report Accessibility for people with disabilities in SFPL Facilities (copy attached). Mr. Jensen then gave an overview of how City Capital projects must address disabled access issues. Mr. Jensen also provided a overview of ADA/Accessibility Regulations (copy attached) and discussed how they related to the Branch Improvement Program.

Ms. Thompson then presented her regular Budget, Schedule, Active Projects, and Community Outreach updates (copies attached). The Branch Library improvement Program Manager concluded her report noting the BLIP website was up and being updated, the current newsletter was avialble, and that there would be no special report this month.

## Public Comment on AGENDA ITEM #5 BOND PROGRAM MANAGER'S REPORT

An anonymous member of the public called attention to the significance of the ADA as a landmark civil rights legislation that benefited not only the disabled but the entire community. However; this person noted that the potential impact of related costs should be carefully considered and noted the sometimes conflicting demands of architectural preservation and access citing Golden Gate and Noe Valley Branches. Mr. Peter Warfield commented that it was good to have a presentation on ADA requirements and noted that it was important everyone understood what was required suggesting that assistance could mitigate in situations such as card catalogue use or materials located on upper shelves.. Mr. Warfield expressed concern about any potential impact on book capacity and urged that staff be properly trained to use ADA assistance devices.

## Commission discussion of AGENDA ITEM #5 BOND PROGRAM MANAGER'S REPORT

In response to questions by Commissioner Chin the requirements for library shelf height and accessibility were explained.

## AGENDA ITEM #6 PUBLIC COMMENT

An anonymous member of the public suggested that the City Librarian's action to organize the BLIP Committee after a discussion of the issue before Library Commission was a violation of the Brown Act as an un-noticed action. This person also complained that Commissioners' comments during approval of the minutes recommending greater brevity and more concise reporting if taken as direction by the Commission Secretary also violated the Brown Act. Mr. Peter Warfield objected to materials not be made available in advance of the meeting and recommended that the Commission not go forward without additional time to review what was proposed. Mr. Warfield also found problematic the reported numbers of increase in books in the collection at the Richmond Branch Library. Mr. Ed Regan noted that it had been a very interesting meeting and that it was critical to understand the basics, know the rules, and identify the collection by fiction and non-fiction titles. He also suggested that Library public service hours be expanded from 6AM until Midnight 7 days per week 365 days each year. Mr. Peter Warfield

## AGENDA ITEM #7 ADJOURNMENT

MOTION: Commissioner Coulter, seconded by Commissioner Chin that the meeting be adjourned in memoriam of the late Robert Hansen, longtime Director of the Golden Gate Park Band. President Higueras fondly recalled attending Mr. Hansen's concerts in the park as a young child with his parents.

## Public comment on AGENDA ITEM #7 ADJOURNMENT

An anonymous member of the public suggested that the meeting be adjourned in memory of the late, Robert Hansen, Director of the Golden Gate Park Band from 1946 to 1996 who had recently passed away.

ACTION: AYE 4-0 (Chin, Coulter, Higueras, and Strobin)

The meeting was adjourned at 6:36PM.

Michael Housh, Commission Secretary 6/3/03

Please note: These are draft Minutes subject to change by the Library Commission. Copies of Commission Minutes and handouts are available in the Office of the Commission Secretary, 100 Larkin Street, San Francisco, CA 94102

## Minutes of the regular Commission Meeting of May 20, 2003

## Appendix A

The Public Comment Summary Statements included in these Minutes are authorized by San Francisco Administrative Code Section 67.16..

These summary statements are provided by the speaker. Their contents are neither generated by, nor subject to approval or verification of accuracy by, the San Francisco Public Library Commission.

*The number of members of the public who spoke anonymously at this meeting. 1*

Minutes of the regular Commission Meeting of May 20, 2003

# Appendix A

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*The number of members of the public who spoke anonymously at this meeting. 1*

**Public Comment of An Anonymous Citizen**
San Francisco Public Library Commission Meeting, May 20, 2003

tem 1:
Approval of the Minutes: April 1, 2003

**"Under the approval of the March 4 minutes, the minutes state the anonymous itizen noted the explanation for questionable grammar. In fact what happened was that he anonymous citizen apologized to the secretary of the commission for a misunderstanding.**

**The same paragraph quotes the anonymous citizen as saying that the minutes are ccurate when it is only specific comments on one subject that are accurate.**

**On page 9: Re Mr. Fuhrman, what was said was that the reference to business being he purpose was regarded as open provocation by the supporters of the Fuhrman Trust.**

**Even though there is no public comment on adjournment, there is a citizen ummary. It was the anonymous citizen who called attention to Mr. Schlomowitz being a ibrary commissioner. So the anonymous citizen did not get credit for one of his rare positive contributions."**

# Minutes of the regular Commission Meeting of May 20, 2003

## Appendix A

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**Public Comment of An Anonymous Citizen**
San Francisco Public Library Commission Meeting, May 20, 2003

Item 2:
Approval of the Minutes: April 17, 2003

**"You will be happy to learn that your city attorney uses these minutes as exhibits in actual lawsuits without including the required citizen summaries.**

**The approval of the minutes references the City Librarian clarifying her remarks. She clarified what she meant, a crucial distinction. The president of the commission followed up on that and there is no record of him having done so.**

**There are two typographical errors that render the sentences unreadable. A missing "more" and "there" replacing "their."**

**On page four the reference to assumptions was actually to the City Librarian's phrase "feasible to anticipate" which was used as "realistic to assume." Without those details it is not clear."**

## Minutes of the regular Commission Meeting of May 20, 2003
## Appendix A

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*The number of members of the public who spoke anonymously at this meeting. 1*

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**Public Comment of An Anonymous Citizen**
San Francisco Public Library Commission Meeting, May 20, 2003

Item 3:
BLIP Advisory Committee Revision

**"This is an evolved response to Supervisor Yee's suggestion. A letter went out over your president's signature criticizing that suggestion as unwieldy. I am surprised if this proposal answers that criticism.**

**A committee like this is intended to answer the need for oversight, independence, openness, responsibility, accountability and reporting to a higher authority.**

**In response to those criteria your reasonable options are to either welcome Supervisor Yee's original suggestion or to create a committee of this body including three members of your own commission. That committee can gather the resources that are described here to advise and consult with you.**

**This proposal looks like a camel designing a camel. This is a satire of unwieldy. This is so unwieldy that one wonders if it intended to create oversight or to drown any potential oversight."**

# Minutes of the regular Commission Meeting of May 20, 2003

## Appendix A

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*The number of members of the public who spoke anonymously at this meeting. 1*

**Public Comment of An Anonymous Citizen**
San Francisco Public Library Commission Meeting, May 20, 2003

Item 5:
Bond Program Manager's Report

**"The American with Disabilities Act ("ADA") requirements will have an obvious effect later.**

**I am glad that the Act has been described as the most significant civil rights legislation ever because that is undoubtedly true. The benefit of the legislation usually mentioned is the lifestyle benefit for the disabled themselves, but a benefit less often noted is the benefit to the entire society from the participation of the disabled.**

**But it always gives us pause when we considered the potential impact on the costs.**

**Now that the budget is already showing signs of pressure, we need to be assured that our estimates fully account for the impact of ADA.**

**We particularly need to hold in mind the situations at Golden Gate Valley and Noe Valley where the contradictory demands of architectural heritage and ADA will be most acutely felt."**

Minutes of the regular Commission Meeting of May 20, 2003

## Appendix A

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*The number of members of the public who spoke anonymously at this meeting. 1*

**Public Comment of An Anonymous Citizen**
San Francisco Public Library Commission Meeting, May 20, 2003

Item 6:
Public Comment

**"There is a reoccurring problem. The City Librarian stated in her memorandum on the BLIP Committee that she received direction from the Library Commission to organize the Committee. That is either incorrect or a confession of a Brown Act violation. What happened was that it was a discussion item on the agenda and then she turned to the Commission and asked if there was any objection.**

**Under the Brown Act this is an action. That makes it an unnoticed action.**

**Relative to that, there was an unnoticed discussion today about the policy that you would have regarding minutes. Commissioners Coulter and Higueras both agreed that the policy should be changed. If Mr. Housh regards that is direction from the commission, that is not only illegal discussion but illegal action."**

# Minutes of the regular Commission Meeting of May 20, 2003
## Appendix A

The Public Comment Summary Statements included in these Minutes are authorized by San Francisco Administrative Code Section 67.16..

These summary statements are provided by the speaker. Their contents are neither generated by, nor subject to approval or verification of accuracy by, the San Francisco Public Library Commission.

*The number of members of the public who spoke anonymously at this meeting.* 1

**Public Comment of An Anonymous Citizen**
San Francisco Public Library Commission Meeting, May 20, 2003

Item 7:
Adjournment

**"I would like to recommend that we adjourn in honor of Robert Hansen.**

**It may seem a stretch for the Library Commission. Robert Hansen was the director of the Golden Gate Park Band. But I think, properly understood, every legislative body should adjourn in honor of Robert Hansen.**

**Mr. Hansen served in World War II including being at the Battle of the Bulge. He was decorated twenty times including the Bronze Star.**

**He joined the Golden Gate Park Band on July 4, 1946, and served without interruption for the following 53 years. He finally retired in 1999.**

**If you were ever privileged to hear the Park Band under his leadership, he could hold forth on the musical history of everything from symphony music, to Broadway tunes, to Armenian or Korean folk music, and almost everything in between.**

**His service to the city was one of the civic treasures that makes San Francisco what it is."**

# Library Commission

May 20, 2003

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# 1. Approval of the Minutes

Explanatory document available:

Draft Minutes April 1, 2003

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# 2. Approval of the Minutes

Explanatory document available:

Draft Minutes April 17, 2003

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# 3. BLIP Advisory Committee Revision

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# 4. Bond Program Budget Review

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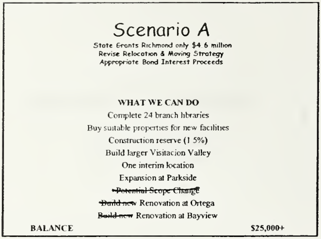
# Best Case Scenario

**State Grants $10 million**
**Revise Relocation & Moving Strategy**
**Appropriate Bond Interest Proceeds**

**WHAT WE CAN DO**

Complete 24 branch libraries
Buy suitable properties for new facilities
Construction reserve (4%)
Build larger Visitacion Valley
One interim location
Expansion at Parkside
Potential Scope Change
Build new library at Ortega (demolish existing)
Build new library at Bayview (in new Town Center)

**BALANCE** $180,000+



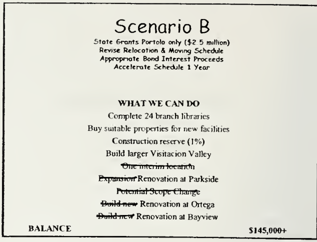
## Scenario A

State Grants Richmond only $4.6 million
Revise Relocation & Moving Strategy
Appropriate Bond Interest Proceeds

**WHAT WE CAN DO**

Complete 24 branch libraries
Buy suitable properties for new facilities
Construction reserve (1.5%)
Build larger Visitacion Valley
One interim location
Expansion at Parkside
~~Potential Scope Change~~
~~Build new~~ Renovation at Ortega
~~Build new~~ Renovation at Bayview

**BALANCE** **$25,000+**



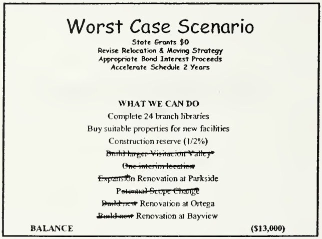
## Scenario B

State Grants Portola only ($2.5 million)
Revise Relocation & Moving Schedule
Appropriate Bond Interest Proceeds
Accelerate Schedule 1 Year

**WHAT WE CAN DO**

Complete 24 branch libraries
Buy suitable properties for new facilities
Construction reserve (1%)
Build larger Visitacion Valley
~~One interim location~~
~~Expansion~~ Renovation at Parkside
~~Potential Scope Change~~
~~Build new~~ Renovation at Ortega
~~Build new~~ Renovation at Bayview

**BALANCE** **$145,000+**



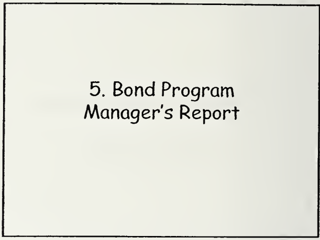
## Worst Case Scenario

State Grants $0
Revise Relocation & Moving Strategy
Appropriate Bond Interest Proceeds
Accelerate Schedule 2 Years

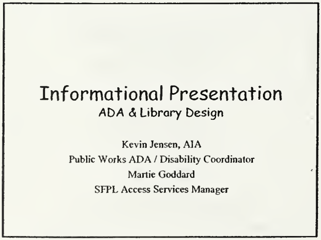
**WHAT WE CAN DO**

Complete 24 branch libraries
Buy suitable properties for new facilities
Construction reserve (1/2%)
~~Build larger Visitacion Valley*~~
~~One interim location~~
~~Expansion~~ Renovation at Parkside
~~Potential Scope Change~~
~~Build new~~ Renovation at Ortega
~~Build new~~ Renovation at Bayview

**BALANCE** **($13,000)**



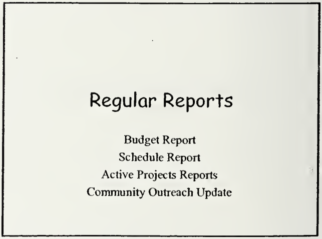
## 5. Bond Program Manager's Report



## Informational Presentation

ADA & Library Design

Kevin Jensen, AIA
Public Works ADA / Disability Coordinator
Martie Goddard
SFPL Access Services Manager



## Regular Reports

Budget Report
Schedule Report
Active Projects Reports
Community Outreach Update

# Budget Report

Explanatory document available:

Current Budget Report

dated 5/20/03

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# Budget Report

- Recap:

10-10-01 Baseline Budget established
12-20-01 Glen Park increased $88,000 for site acquisition
01-17-02 Increased Reserve for Prop 14 (reduced all projects 5%)
05-16-02 Funded Art Enrichment Fund (6 projects, $302,000)
06-20-02 Mission Bay increased $653,000 for site acquisition
12-20-02 Ingleside increased $455,000 for site acquisition
02-20-03 F&F Budget updated
TODAY- Reflects VVA Property Acquisition (action 4/17/03)

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# Schedule Report

Explanatory documents available:

Summary Schedule

dated 4/17/03

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# Schedule Report

- Recap:

10-10-01 Baseline Schedule established
12-20-01 Revised Glen Park to match Developer's schedule
01-17-02 Issued detailed schedules for Phases 1-2
02-21-02 Revised to reflect Prop 14 strategy
Revised Mission Bay to match Developer's schedule
03-21-02 Issued detailed schedules for all Phases
04-18-02 Revised to reflect Prop 14 strategy
06-20-02 Adjusted projects for geographic distribution
04-17-03 Revised to reflect latest Prop 14 strategy
Revised Mission Bay to match Developer's schedule
Revised Glen Park to match Developer's schedule
TODAY No changes

---

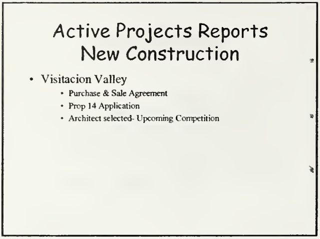
# Active Projects Reports New Construction

- Glen Park
  - Purchase & Sale Agreement
  - Regulatory Agency Approvals
  - Plans & Specs (Shell)
  - Schedule
- Mission Bay
  - Redesign
  - Schedule
  - Budget

---

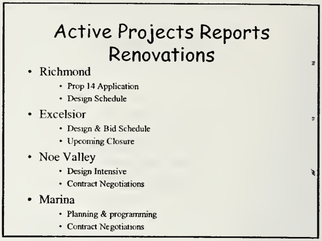
# Active Projects Reports New Construction

- Ingleside
  - Purchase & Sale Agreement
  - Prop 14 Application
  - Programming & Planning
  - Contract Negotiations
  - Westwood Park CC&Rs
- Portola
  - Purchase & Sale Agreement
  - Prop 14 Application
  - Subdivision
  - Contract Negotiations



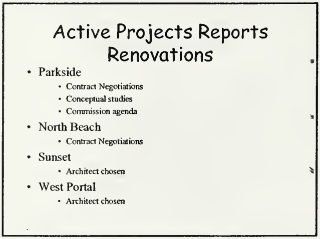
## Active Projects Reports New Construction

- Visitacion Valley
  - Purchase & Sale Agreement
  - Prop 14 Application
  - Architect selected- Upcoming Competition



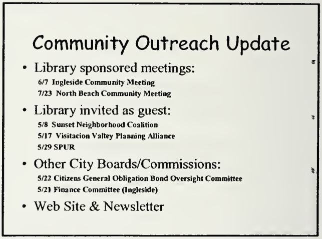
## Active Projects Reports Renovations

- Richmond
  - Prop 14 Application
  - Design Schedule
- Excelsior
  - Design & Bid Schedule
  - Upcoming Closure
- Noe Valley
  - Design Intensive
  - Contract Negotiations
- Marina
  - Planning & programming
  - Contract Negotiations



## Active Projects Reports Renovations

- Parkside
  - Contract Negotiations
  - Conceptual studies
  - Commission agenda
- North Beach
  - Contract Negotiations
- Sunset
  - Architect chosen
- West Portal
  - Architect chosen



## Community Outreach Update

- Library sponsored meetings:

  **6/7 Ingleside Community Meeting**  
  **7/23 North Beach Community Meeting**
- Library invited as guest:

  **5/8 Sunset Neighborhood Coalition**  
  **5/17 Visitacion Valley Planning Alliance**  
  **5/29 SPUR**
- Other City Boards/Commissions:

  **5/22 Citizens General Obligation Bond Oversight Committee**  
  **5/21 Finance Committee (Ingleside)**
- Web Site & Newsletter

## Special Reports

There are no special reports this month.

## 6. Public Comment

7. Adjournment

## Memorandum

To: Library Commission
From: Susan Hildreth, City Librarian
Re: Reconstitution of Branch Library Improvement Program (BLIP) Advisory Committee
Date: May 17, 2003

### Background

Recently, some members of the public have suggested that legislation be introduced to create a citizen's advisory committee (CAC) for the San Francisco Public Library. This concept is based on legislation that was introduced last year by then Assemblyman Leland Yee. Supervisor Jake McGoldrick has met with these members of the public and with library staff, both individually and jointly. Supervisor McGoldrick has ably facilitated discussions that have resulted in my recommendation regarding the modification and expansion of the Branch Library Improvement Program (BLIP) Advisory Committee, an existing oversight body that currently is convened by the City Librarian. A CAC would provide oversight for all functions, programs and services of the Library, the same scope that the Library Commission currently performs. The reconstituted BLIP Advisory Committee will focus on the Branch Library Improvement Program and review a wide variety of service issues that are emerging as part of the branch renovations.

The Library's policy-making body is the **Library Commission**, with all members appointed by the Mayor. The Library has also established additional oversight bodies to obtain public input and provide forums for public discussion.

- In the 1980's, during very difficult financial times, the Library convened the **Council of Neighborhood Libraries**, which includes at least one representative from each of the 26 branches, and continues to meet on a monthly basis to discuss branch service issues.
- After the passage of the Branch Library Improvement Program in November 2000, the Library Commission was concerned about insuring broad citizen oversight for the branch bond program. In response to those concerns, the Library established the **BLIP Advisory Committee** that was designed to address program-wide issues with the bond program, such as accessibility, design excellence, alternative services during closure, nature of materials collections and services in new and renovated branches.
- The Bond Program is also reviewed regularly by the **Citizen's General Obligation Bond Oversight Committee**, recently launched as an outcome of voter approval of Proposition F "Citizen Oversight of Bond Expenditures" in the election of March 5, 2002.

- The Library sponsors several public meetings in each neighborhood as a branch library is being renovated or constructed.

**BLIP Advisory Committee**
Currently the BLIP Advisory Committee has a mix of members including both members of the public and City and Library staff members. In forming the BLIP Advisory Committee, stake-holder organizations that had interests in the Branch Improvement Program were identified and solicited to make appointments to the Committee. The City Librarian convened the committee and confirmed all the appointments, after receiving direction to organize the Committee from the Library Commission in October 2001. Please see that attached current membership list and committee charge. The Committee has been meeting regularly since April 2002 and has discussed and reviewed many facets of the Branch Library Improvement Program. Library staff have been convening meetings, preparing agendas and documents. All agendas and minutes are shared with the Library Commission and available for the public.

**Recommended Modifications/Expansion for the BLIP Advisory Committee**
The Committee was intended to perform a significant advisory role to the Library Commission regarding program-wide issues of the bond program. In order to insure the fulfillment of this role, I am recommending the following changes for the Committee.

- To insure that each Supervisorial district has representation on this body and that supervisors have clear input in the bond program, expand the Committee so that each supervisor appoints a Committee member who is a library user from his/her district. Currently, the supervisors have one appointment made by the President of the Board. Also, the Mayor would be able to appoint one Committee member. These appointments would be made by each supervisor and the Mayor individually, and not through the City's Rules Committee process.
- Structure the Committee so that it reports regularly to both the Library Commission and the Board of Supervisors.
- In order to provide the highest level of public access for the Committee, charter the the Committee as a committee of the Library Commission, which requires full Sunshine compliance for the body. Currently, it is a passive meeting body. The Commission Secretary would assist in staffing committee.
- Hold committee meetings, at a minimum, on a bi-monthly basis, with the chair elected from the members.
- Because the BLIP Advisory Committee would become a committee of the Commission, the Commission representative (Commissioner Helen Bautista) would no longer be a member, but could continue to serve in a liaison capacity.
- Add San Francisco Tomorrow as an organization that would appoint a representative to the Committee to represent neighborhood interests, in addition to the Council of Neighborhood Libraries' representative.
- Request that the San Francisco Unified School District appoint a member of the public with an identified interest in school library services. Currently, the representative is an SFUSD staff member.
- Identify an architectural organization that represents interest in a wide variety of architectural styles and request that a member be appointed. Request that the

Landmarks Preservation Advisory Board (LPAB) member serve as a resource to the Committee, as all historically significant projects must be reviewed by this LPAB through the City design review process.
- Current City and Library staff members of the Committee become ex-officio members who serve as resources for the Committee. These members would attend meetings as needed.

The proposed revised Committee roster is outlined below:

**BLIP Advisory Committee (21 members)**
Board of Supervisor appointments (11)
(Note that Donna Mandel was appointed by former Board President Tom Ammiano)
Mayor's at-large appointment (1)
Commission on Aging and Adult Services (1 seat, vacant)
Council of Neighborhood Libraries (Chet Roaman, alternate Melinda Adams)
Friends & Foundation of the San Francisco Public Library (Glen Ramiskey)
San Francisco Beautiful (Robin Chiang)
San Francisco Planning and Urban Renewal (Peter Winkelstein)
San Francisco Public Library Accessibility Panel (Harry Mar)
San Francisco Tomorrow (1 seat, to be appointed)
San Francisco Unified School District (1 seat for a member of the public, currently Ann Dalton, SFUSD staff)
Youth Commission (Joanna Gin)

**Staff/Resources for BLIP Advisory Committee (13 members)**
Susan Hildreth, City Librarian
Mike Housh, Commission Secretary
Helen Bautista, Commission Liaison
Donna Corbeil, Chief of Branches, SFPL
Mindy Linetzky, Bond Program Administrator, DPW
Marilyn Thompson, Bond Program Manage, DPW
Paul Underwood, Deputy City Librarian, SFPL
Deputy Director, Department of Public Works
Ken Bukowski, Department of Children, Youth and Their Families
Denise Castaneda, Department of Neighborhood Services
Gary Hoy, Department of Parks and Recreation
Tim Kelly, Landmarks Preservation Advisory Board
Dawn Kamalanathan, Mayor's Budget Office

**Recommendation**
I am presenting this report as an action item for your consideration. I would urge you to act in a reasonably timely fashion on this issue, as it is an important one and represents much interest from both citizens and Board of Supervisor members. Attached is a letter of support for this proposal from SPUR. The Friends & Foundation also support these proposed changes.

Cc: Supervisor Jake McGoldrick
Attachments

# Branch Library Improvement Program (BLIP) Advisory Committee

| First | Last | Affiliation |
|---|---|---|
| Melinda | Adams | Council of Neighborhood Libraries - alternate |
| Helen Marte | Bautista | Library Commission |
| Ken | Bukowski | Dept of Children, Youth, and their Families |
| Denise | Castaneda | Dept of Neighborhood Services |
| Robin | Chiang | San Francisco Beautiful |
| Ann | Dalton | San Francisco Unified School District |
| Joanna | Gin | San Francisco Youth Commission |
| Gary | Hoy | Dept of Recreation and Parks |
| Dawn | Kamalanathan | Mayor's Budget Office |
| Tim | Kelley | Landmarks Preservation Advisory Board |
| Harlan | Kelly Jr. | Dept of Public Works |
| Donna | Mandel | Board of Supervisors |
| Harry | Mar | SFPL Accessibility Panel/Dept of Public Health |
| Glen | Ramiskey | Friends & Foundation of the SFPL |
| Chet | Roaman | Council of Neighborhood Libraries |
| Peter | Winklestein | SPUR |

## Library Staff

| | | |
|---|---|---|
| Donna | Corbeil | Chief of Branches |
| Susan | Hildreth | City Librarian |
| Mindy | Linetzky | Bond Program Administrator |
| Marilyn | Thompson | Bond Program Manager |
| Paul | Underwood | Deputy City Librarian |

Chester A Roaman

May 16, 2003

San Francisco Library Commission
100 Larkin Street
San Francisco, CA 94102-4989

To the Library Commission:

Since I am unable to attend your meeting on Tuesday, I wish nevertheless to make some observations about the proposed expansion of the BLIP Advisory Committee on which I am the representative of the Council of Neighborhood Libraries.

First of all to the question of adequate oversight bodies currently providing public input into the bond program, let me cite CNL's own BLIP committee, of which I am a member. This subcommittee has been in existence since the beginning of implementation of Prop A. Its membership includes representatives of nearly every neighborhood branch presently in or about-to-be-in the improvement pipeline. The committee spent its first year clarifying the bond process, how it worked, and how information about it was disseminated to the interested public. At nearly every meeting of the CNL there is a BLIP report. In addition, any questions and/or issue clarifications that arise have been forwarded to the appropriate library and Bond personnel; either oral or written responses are usually returned by the following meeting. And during our meetings, extensive substantive discussions about many aspects of the undertaking have taken place

The present scope of the BLIP Advisory Committee has been an on-going concern and we have been involved in continuous efforts to enlarge the membership almost from inception. This present recommendation from the City Librarian expanding membership to representatives of the Board of Supervisors seems a logical extension of what some of us have been thinking about all along. As I understand it, reporting directly to the Library Commission is part of our directive as it stands now, and we have not invoked it up to this point because there was no direct need. As to the question of independence, I have never felt the slightest degree of censorship or constraint at any of the meetings or reports on the meetings which I deliver to the CNL.

The BLIP Advisory Committee seems to me the perfect vehicle, already in place and functioning, for the transparency necessary for so public an undertaking as the Improvement Program. Other alternatives, like the Board of Supervisors appointing their own separate oversight group strikes me as unnecessary, a redundancy of red tape.

Sincerely,

Chester A Roaman

Chester A. Roaman

OFFICERS

Frankie Lee
Chair

Jim Chappell
President

Vice Chairs
Anderson Barnes
Evette Davis
Anne Halsted
Tay Via

Terry Micheau
Treasurer

Shirley Douglas
Secretary

Michael Wilmar
isory Council Chair

BOARD MEMBERS
David Burgess
Shirl Buss
Claudine Cheng
Peggy Chiang
ne Christensen
Linda Crayton
sborn Erickson
Alfonso Felder
Kyle Fiore
Frank Fudem
Gary Gee
Roger Gordon
enigman
shimoto
Caryl Ito
mond Kernan
Mark Klein
John Kriken
nomas LaTour
ames Lazarus
David Lee
vid Madway
Cathy Merrill
Peter Mezey
Dick Morten
Toye Moses
nnie Nelson
Brian O'Neill
stead-Rose
Brad Paul
oslyn Payne
Przyblyski
Radulovich
Teresa Rea
nas Roberts
J Robinson
rick Roche
nes Russell
Kirby Sack
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Steinberg
Stewart
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Williams
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SPUR

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May 12, 2003

Mr. Charles Higueras, AIA
President, Library Commission
The San Francisco Public Library
100 Larkin Street
San Francisco, CA 94102

Dear Mr. Higueras:

On May 20, City Librarian Susan Hildreth will introduce a resolution to reconstitute and expand the Branch Library Improvement Program Advisory Committee as a Committee of the Library Commission and to include representation from each supervisorial district on this committee. I am writing on behalf of the San Francisco Planning and Urban Research Association (SPUR) to express our organization's support for this resolution.

In 2000 SPUR strongly supported the Proposition A bond initiative to renovate and improve the branch library system. We therefore support any effort that is so clearly designed to ensure the bond's success. A reconstituted BLIP Committee has the potential to strengthen confidence in the administration of government services by fostering active and appropriate citizen participation. The expenditure of the branch library improvement bond will be one of the most significant library initiatives over the next 10 years—it makes great sense to focus citizen oversight here.

We applaud the Library for its efforts to responsibly manage the Proposition A bond, and will continue to closely watch as plans for the renovation of the branch libraries progress.

Sincerely,

Jim Chappell
President
San Francisco Planning and Urban Research Association

Cc: Susan Hildreth

**City and County of San Francisco**

**Willie Lewis Brown, Jr., Mayor**
**Edwin M. Lee, Director**

VOICE (415) 557-4685
FAX (415) 558-4519
TTY (415) 558-4088

**Office of the Disability Access Coordinator**
**Department of Public Works**
30 Van Ness Avenue, 5th Floor
San Francisco, CA 94102-6099

**Kevin W. Jensen, AIA, CSI**
**DPW Disability Access Coordinator**

20 May 2003

# ADA / ACCESSIBILITY REGULATIONS OVERVIEW

San Francisco Public Library
Branch Library Improvement Program

I. Primary Accessibility Regulations & Statutes.
   - A. Americans with Disabilities Act (ADA) and ADA Accessibility Guidelines (ADAAG).
   - B. California CCR Title 24, Part 2; The California Building Code, as incorporated in the San Francisco Building Code (SFBC).
   - C. California Health and Safety Code Sec. 18951-18961; State Historic Building Code and other provisions.
   - D. California Government Code; various provisions.
   - E. California Civil Code; various provisions. Non-discrimination.

II. Key Accessibility Requirements for Public Libraries.
   - A. Public activities, services and programs are required to be accessible in an integrated setting to persons with disabilities, per Title II of the ADA (State and Local Government Facilities). Separate or different measures may be necessary to ensure equal opportunity to the SF Library. When viewed as a whole all activities, services and programs must be readily accessible to and usable by persons with disabilities.
   - B. New construction is to be physically accessible to persons with disabilities.
   - C. Renovations, Structural Repair Projects, Additions and alterations are to be physically accessible.
   - D. Historic Buildings are required to be accessible – more latitude for equivalent facilitation.
   - E. Physical barrier removal that is not triggered by construction projects in existing facilities, in order to provide program accessibility that is "readily achievable" and not an "undue burden or administrative expense."

III. Typical and Specific Accessibility Requirements for Libraries.

- A. Main Entrances; width, threshold, level landings, hardware, opening force.
- B. Ground level exits accessible to public way or exit yard.
- C. Access to all floors and levels via ramp or elevator, sometimes LU/LA or lift.
- D. Parking, passenger loading zones & public transit stops.
- E. Sidewalks, Curb Ramps, and other paths of travel.
- F. Aisle widths per occupant load, otherwise special provisions for libraries; 44 inches min. at main aisles, 36 min. at range, side and end aisle in stack areas, 42 to 44 inches preferred where possible. Staff assistance required when shelving is higher than 54 inches above the floor, also when card catalogs are above 48 inches.
- G. Sanitary Facilities. Separate for Men & Women. Unisex/Family and Children's desirable where possible. Drinking fountains; high/low.
- H. Telephones & TTY/TDD.
- I. Information desks, checkout counters & transaction counters.
- J. Reading and study areas; Carrels, desks, tables, counters, fixed seating. Each functional area.
- K. Kiosks and other interactive devices are to be accessible to persons with visual disabilities, such as "talking" ATM's. Otherwise public entity must furnish auxiliary aids and services when necessary to ensure effective communication, unless an undue financial or administrative burden, or fundamental alteration of the program or service would result.

    1. Auxiliary aids to ensure effective communication may include such services or devices as qualified interpreters, assistive listening headsets, television captioning and decoders, TTY's, videotext displays, readers, taped texts, Braille materials, and large print materials.
- L. Reference areas and equipment; computers, card catalogs, magazine displays.
- M. Meeting rooms. Assistive listening systems, fixed or portable.
- N. Employee and storage areas.
- O. Signage.
- P. Alarms; Audio-visual.
- Q. Children's areas and alternate anthropometrics standards of ADAAG.

# Accessibility for People with Disabilities in SFPL Branch Facilities

Library Commission presentation by Marti Goddard – 05/20/03

Good evening, Commissioners!

Citizen support, bond funds and activities undertaken for the SFPL Branch Library Improvement Program are making it possible for the Library to fulfill for our users the promise of the Americans with Disabilities Act – or ADA – which was passed in 1990. The ADA has often been called the most far-reaching of all the Civil Rights laws that have been enacted over the past 40 years, because disability is a fact of life in each of our communities and neighborhoods. Disability crosses all boundaries of race, ethnicity, gender, economic level and age. In San Francisco, figures from the 2000 Census indicate that more than 20% of our current and potential users have disabilities. This means that more than 150,000 people in the City and County of San Francisco will benefit by having improved access to their libraries. That number would be much larger if we also could count the family members, friends and associates of people with disabilities who benefit when all people are able to fully and independently participate in our programs of service. In addition, it is important to keep in mind that the number of people with disabilities grows as the population ages. To provide more food for thought on that point, I again turn to the 2000 Census.

- 8.1% of children aged 5 – 20 have disabilities.
- 17.9% of working age adults, those who are 21 – 64, have disabilities.
- 44.1% of adults ages 65 and over have disabilities.

Again – there are currently more than 150,000 residents of San Francisco who will directly benefit by these improvements.

Because it is a department of the City and County of San Francisco, SFPL is covered by Title II, Subtitle A of the Americans with Disabilities Act. This law ensures that qualified individuals with disabilities are not excluded from participation in or denied benefits of any programs, services or activities provided by State and local governments. To honor the requirements of the ADA, services and activities must be provided in the most integrated setting appropriate to the needs of the individual. Through Access Services, the Library offers a number of specialized programs for people with disabilities, many of which are centered in the Main Library. However, the ADA specifies that individuals with disabilities may participate in general programs if they prefer, and, as you know, San Franciscans value being able to use their neighborhood libraries. Staff throughout SFPL will be better able to provide services as required by the ADA when all of our buildings have been made fully accessible.

The work of architects in the Branch Library Improvement Program is guided by Federal and California regulations and building codes that are quite explicit and stringent. The California Code of Regulations and the Uniform Federal Accessibility Standards set the standards that will shape our new and renovated facilities. Mr. Jensen will be talking more about that.

Though I understand that one of the greatest priorities expressed by members of the Commission is to maximize space for shelves and materials in our branches, I am here to make a plea for honoring the spirit of the Americans with Disabilities Act and for keeping in mind the benefits of making our facilities fully accessible for any individual who wishes to use them.

Full accessibility requires attention to more than ramps, accessible doorways, elevators and clear paths of travel. However, the first and highest priority is to get people into a building and make it possible for them to safely make their way to the services or activities they are seeking. This will serve the needs of older adults and other individuals who use mobility devices such as walkers, canes and crutches as well as people who use wheelchairs. An example that often is used to illustrate the value of curb cuts and ramps is that mothers pushing strollers are able to more easily get into our buildings. I am excited by the idea that a parent or caregiver who uses a wheelchair will be able to bring their young children into a branch library to participate in a lapsit storytime or after school activity.

Building accessibility features that are not directly related to paths of travel include safety features, such as visible alarms for people who are hard or hearing or deaf. They also include amenities such as accessible public toilets, water fountains and telephones.

Full accessibility also means making our print and electronic resources accessible. Space for large print and audio materials is a necessity in each of our branches, as is space for assistive technology that makes it possible for people with disabilities to have alternate access to conventional materials.

Bottom line – full accessibility means that people with disabilities will be able to use all the services provided by the San Francisco Public Library. People of all ages and abilities will be able to comfortably and independently apply for a new library card, borrow materials, and talk to a librarian eye-to-eye when they ask a reference question. As much as possible, they will be able to easily reach materials without having to stretch really high or bend low. They will be able to use copy machines independently. Effective signs will make it easier for people with low vision or learning disabilities to find the materials they need. And – people with disabilities will be able to fully participate in all the wonderful public programs we offer – through having integrated seating in our meeting rooms if they use wheelchairs, as well as having access to accommodations such as assistive listening devices and interpreter services.

I will close by telling you that presentations and discussion at the meeting of the Mayor's Disability Council last Friday were about planning and funding for compliance with the ADA throughout San Francisco. The Library was mentioned a number of times as a City department that has in place resources and a plan to bring all of our facilities into full compliance. I think we all should be very proud of that. And – as time goes on – we all can be assured that the Branch Library Improvement Program is actually improving the quality of life for more than 150,000 people with disabilities in San Francisco, along with all our other users.

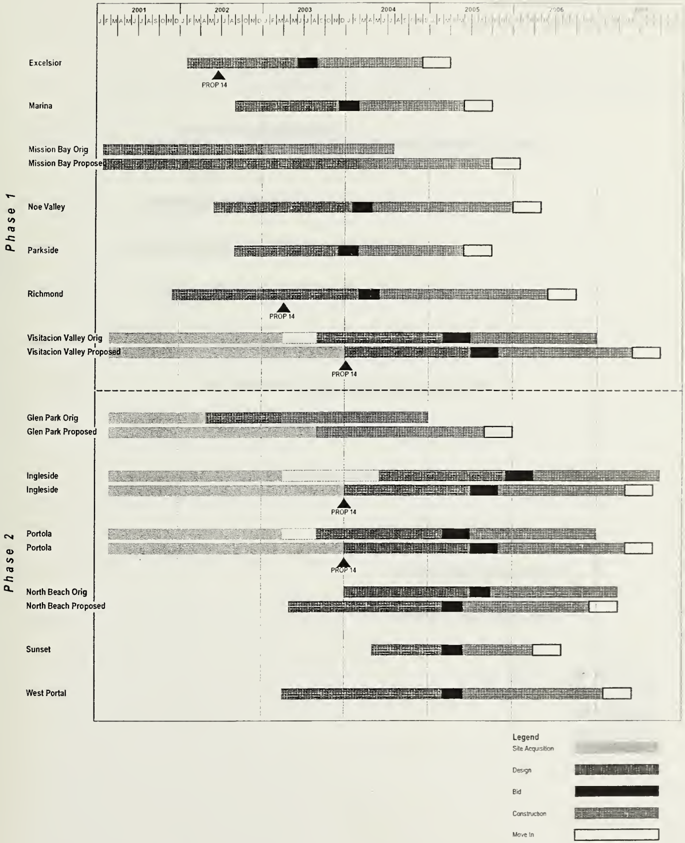
Thank you!

CURRENT BUDGET REPORT-2000 Branch Library Improvement Bond Program
May 20, 2003

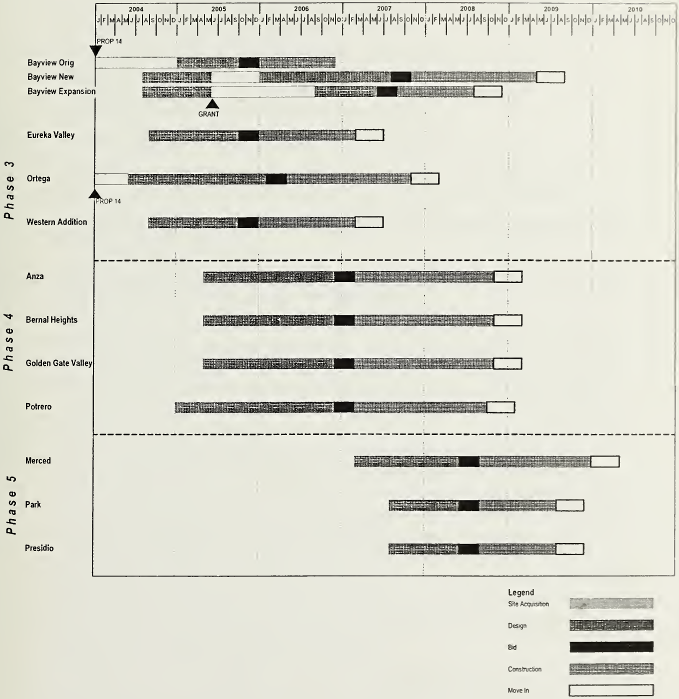
|  |  |  | BUDGET |  |  | REVENUE |  |  |  |  |  | EXPENDITURES/ENCUMBRANCES |  |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
|  |  |  |  |  |  | FUND STRATEGY |  |  |  | FUND STATUS |  |  |  |
|  | JOB # | Branch | Baseline Budget (10/01) | Approved Budget (2/03) | Approved Budget (4/03) | City Prop. A Bonds | State Prop. 14 | Other Sources | Total All Sources | Appropriated | Total Available | Actual 30-Apr-03 B | New This Month |
| **Phase 0 Projects** |  |  |  |  |  |  |  |  |  |  |  |  |  |
| GP | 7514A | Glen Park | 1,770,000 | 3,428,000 | 3,428,000 | 3,428,000 | (4) |  | 3,428,000 | 3,428,000 | 3,428,000 | 21,569 | 0 |
| IN | 7516A | Ingleside | 1,770,000 | 2,225,000 | 2,225,000 | 1,025,000 | 1,200,000 (4) |  | 2,225,000 | 2,225,000 | 2,225,000 | 83,184 | 462 |
| PL | 7519A | Portola [1] | 1,770,000 | 1,770,000 | 1,770,000 | 1,070,000 | 700,000 (4) |  | 1,770,000 | 1,770,000 | 1,770,000 | 14,502 | 0 |
| VV | 7521A | Visitacion Valley | 2,090,000 | 2,090,000 | 2,806,000 | 2,806,000 | (4) |  | 2,806,000 | 731,500 | 731,500 |  | 0 |
| SC | 7523A | Support Services | 9,080,000 | 8,628,000 | 8,626,000 | 8,626,000 |  |  | 8,626,000 | 8,626,000 | 8,626,000 | 8,523,064 | 0 |
|  |  | *SUBTOTAL* | *16,480,000* | *18,139,000* | *18,855,000* | *16,955,000* | *1,900,000* | *0* | *18,855,000* | *18,780,500* | *16,780,500* | *8,642,319* | *462* |
| **Phase 1 Projects** |  |  |  |  |  |  |  |  |  |  |  |  |  |
| EX | 7525A | Excelsior | 3,820,000 | 3,629,000 | 3,629,000 | 3,629,000 | (4) |  | 3,629,000 | 1,400,825 | 1,400,825 | 531,873 | 22,719 |
| MA | 7510A | Marina | 4,110,000 | 3,904,500 | 3,904,500 | 3,904,500 |  |  | 3,904,500 | 3,904,500 | 3,904,500 | 36,387 | 0 |
| MB | 7518A | Mission Bay | 3,350,000 | 3,957,000 | 3,957,000 | 3,957,000 |  |  | 3,957,000 | 3,957,000 | 3,957,000 | 54,315 | 3,899 |
| NV | 7511A | Noe Valley | 4,410,000 | 4,189,500 | 4,189,500 | 4,189,500 |  |  | 4,189,500 | 1,047,375 | 1,047,375 | 40,780 | 0 |
| PS | 7512A | Parkside | 2,880,000 | 2,736,000 | 2,736,000 | 2,736,000 |  |  | 2,736,000 | 2,736,000 | 2,736,000 | 43,950 | 0 |
| RI | 7513A | Richmond | 7,630,000 | 7,141,500 | 7,141,500 | 41,500 | 4,700,000 (4) | 2,400,000 (2) | 7,141,500 | 2,441,500 | 2,441,500 | 482,925 | 46,020 |
| VV | 7522A | Visitacion Valley | 3,230,000 | 3,020,500 | 3,020,500 | 3,020,500 | (4) |  | 3,020,500 | 620,000 | 620,000 | 33,769 | 5,769 |
|  |  | *SUBTOTAL* | *29,430,000* | *28,578,000* | *28,578,000* | *21,478,000* | *4,700,000* | *2,400,000* | *28,578,000* | *16,107,200* | *16,107,200* | *1,223,999* | *78,407* |
| **Phase 2 Projects** |  |  |  |  |  |  |  |  |  |  |  |  |  |
| GP | 7515A | Glen Park | 2,800,000 | 1,253,000 | 1,253,000 | 1,253,000 | (4) |  | 1,253,000 | 1,253,000 | 1,253,000 | 37,815 | 0 |
| IN | 7517A | Ingleside | 2,800,000 | 2,618,000 | 2,618,000 | 918,000 | 1,700,000 (4) |  | 2,618,000 | 665,000 | 665,000 | 35,532 | 517 |
| PL | 7520A | Portola | 2,800,000 | 2,618,000 | 2,618,000 | 918,000 | 1,700,000 (4) |  | 2,618,000 | 665,000 | 665,000 | 51,618 | 0 |
| NB | 7528A | North Beach | 3,460,000 | 3,287,000 | 3,287,000 | 3,287,000 | (4) |  | 3,287,000 | 821,750 | 821,750 |  | 0 |
| SS | 7527A | Sunset | 1,490,000 | 1,415,500 | 1,415,500 | 1,415,500 |  |  | 1,415,500 | 1,415,500 | 1,415,500 | 10,234 | 0 |
| WP | 7528A | West Portal | 4,110,000 | 3,904,500 | 3,904,500 | 3,904,500 |  |  | 3,904,500 | 976,125 | 976,125 | 17,983 | 0 |
|  |  | *SUBTOTAL* | *17,460,000* | *15,096,000* | *15,096,000* | *11,696,000* | *3,400,000* | - | *15,096,000* | *5,796,375* | *5,796,375* | *153,182* | *517* |
| **Phase 3 Projects** |  |  |  |  |  |  |  |  |  |  |  |  |  |
| BV | 7529A | Bayview | 3,820,000 | 3,629,000 | 3,629,000 | 3,629,000 | (4) |  | 3,629,000 |  | 0 | 17,548 | 1,015 |
| EV | 7530A | Eureka Valley | 4,580,000 | 4,351,000 | 4,351,000 | 4,351,000 |  |  | 4,351,000 |  | 0 | 18,202 | 0 |
| OR | 7531A | Ortega | 3,560,000 | 3,382,000 | 3,382,000 | 3,382,000 | (4) |  | 3,382,000 | 70,000 | 70,000 |  | 0 |
| WA | 7532A | Western Addition | 3,430,000 | 3,258,500 | 3,258,500 | 3,258,500 |  |  | 3,258,500 |  | 0 | 23,687 | 1,015 |
|  |  | *SUBTOTAL* | *15,390,000* | *14,620,500* | *14,620,500* | *14,620,500* | *0* | *0* | *14,620,500* | *70,000* | *70,000* | *59,437* | *2,030* |
| **Phase 4 Projects** |  |  |  |  |  |  |  |  |  |  |  |  |  |
| AZ | 7533A | Anza | 4,740,000 | 4,503,000 | 4,503,000 | 4,503,000 |  |  | 4,503,000 |  | 0 |  | 0 |
| BE | 7534A | Bernal Heights | 5,350,000 | 5,082,500 | 5,082,500 | 5,082,500 |  |  | 5,082,500 |  | 0 |  | 0 |
| GG | 7435A | Golden Gate Valley | 5,340,000 | 5,073,000 | 5,073,000 | 5,073,000 |  |  | 5,073,000 | 50,000 | 50,000 |  | 0 |
| PT | 7538A | Potrero | 4,230,000 | 4,018,500 | 4,018,500 | 4,018,500 |  |  | 4,018,500 |  | 0 |  | 0 |
|  |  | *SUBTOTAL* | *19,660,000* | *18,677,000* | *18,677,000* | *18,677,000* | *0* | *0* | *18,677,000* | *50,000* | *50,000* | [illegible] | *0* |
| **Phase 5 Projects** |  |  |  |  |  |  |  |  |  |  |  |  |  |
| ME | 7537A | Merced | 4,200,000 | 3,990,000 | 3,990,000 | 3,990,000 |  |  | 3,990,000 |  | 0 |  | 0 |
| PK | 7538A | Park | 1,310,000 | 1,244,500 | 1,244,500 | 1,244,500 |  |  | 1,244,500 |  | 0 |  | 0 |
| PD | 7539A | Presidio | 1,530,000 | 1,453,500 | 1,453,500 | 1,453,500 |  |  | 1,453,500 | 15,000 | 15,000 |  | 0 |
|  |  | *SUBTOTAL* | *7,040,000* | *6,688,000* | *6,688,000* | *6,688,000* | *0* | *0* | *6,688,000* | *15,000* | *15,000* | [illegible] | *0* |
| **Program-Wide Services & Costs** |  |  |  |  |  |  |  |  |  |  |  |  |  |
| LM | 7501A | Library Program Costs | 800,000 | 800,000 | 800,000 | 800,000 |  |  | 800,000 | 600,000 | 600,000 | [illegible] | [illegible] |
| CS | 7500A | Program Consultants | 750,000 | 750,000 | 750,000 | 750,000 |  |  | 750,000 | 562,500 | 562,500 | [illegible] | [illegible] |
| PM | 7509A | City Program Management | 3,800,000 | 3,600,000 | 3,600,000 | 3,600,000 |  |  | 3,600,000 | 1,013,822 | 1,013,822 | [illegible] | [illegible] |
| RE | 7502A | Real Estate Dept | 120,000 | 120,000 | 120,000 | 120,000 |  |  | 120,000 | 120,000 | 120,000 | [illegible] | 0 |
| AR | 7503A | Art Enrichment Program | 0 | 302,000 | 302,000 | 302,000 |  |  | 302,000 | 302,000 | 302,000 | [illegible] | [illegible] |
| RM |  | Relocation & Moving Reserve | 4,380,000 | 4,320,000 | 4,320,000 | 4,320,000 |  |  | 4,320,000 | 1,080,000 | 1,080,000 |  |  |
| FE |  | Furniture & Equipment Reserve | 15,000,000 | 16,000,000 | 16,000,000 | 0 |  | 16,000,000 (3) | 16,000,000 |  | 0 |  |  |
| FC |  | Bond Financing Costs | 1,500,000 | 1,500,000 | 1,500,000 | 1,500,000 |  |  | 1,500,000 | 338,622 | 338,622 | [illegible] | [illegible] |
| SF |  | Program Reserve | 1,675,000 | 5,074,500 | 4,358,500 | 4,358,500 |  |  | 4,358,500 | 818,981 | 818,981 |  | 0 |
|  |  | *SUBTOTAL* | *27,805,000* | *32,486,500* | *31,750,500* | *15,750,500* | *0* | *16,000,000* | *31,750,500* | *4,835,925* | *4,835,925* | [illegible] | [illegible] |
| **TOTAL** |  |  | **133,265,000** | **134,265,000** | **134,265,000** | **105,865,000** | **10,000,000** | **18,400,000** | **134,265,000** | **43,655,000** | **43,655,000** | **11,173,951** | **155,567** |

(1) Direct Cost of Land estimated by DRE for Portola $1,125,000.
(Remainder represents estimated costs for relocation benefits, appraisal fees, real estate staff time, city attorney costs, Phase 1 & 2 studies, ALTA surveys, closing costs, demolition, remedial sitework)
(2) Earthquake Safety Program funds remaining for Branch Libraries
(3) Private donations from Friends & Foundation, includes Friends and Foundation fundraising expenses
(4) Prop. 14 applications may be submitted for these projects

# Branch Library Program Summary Schedules



# Branch Library Program Summary Schedules



*San Francisco Public Library Commission*
100 Larkin Street, San Francisco, CA 94102-4733
Phone 415.557.4233, Fax 415.557.4240

DOCUMENTS DEPT
JUN 30 2003
SAN FRANCISCO PUBLIC LIBRARY

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Willie L. Brown, Jr.
*Mayor*

Charles A. Higueras, A.I.A.
*President*

Carol Steiman
*Vice President*

Helen Marte Bautista
Lonnie K. Chin
Steven A. Coulter
Fran A. Streets
Deborah Strobin
*Commissioners*

Susan Hildreth
*City Librarian*

Michael Housh
*Commission Secretary*

# SAN FRANCISCO PUBLIC LIBRARY COMMISSION

Minutes of the regular meeting of Tuesday, May 20, 2003.
(As approved amended June 26, 2003)

The San Francisco Public Library Commission held a regular meeting on Tuesday, May 20, 2003 in the Koret Auditorium, Main Library.

President Higueras called the meeting to order at 4:07PM.

The following members were noted present: Commissioners Bautista, Coulter, Higueras, and Strobin. Commissioners Steiman and Streets were excused.

## AGENDA ITEM #1 APPROVAL OF THE MINUTES OF THE APRIL 1, 2003 COMMISSION MEETING

### Public comment on AGENDA ITEM #1 APPROVAL OF THE MINUTES OF THE APRIL 1, 2003 COMMISSION MEETING

An anonymous member of the public observed that their comment expressing satisfaction with the Minutes applied only to the report of Agenda Item # 10 Public Comment not the minutes in general. Additionally, this person cited other page 9 errors in a discussion of the Fuhrman Fund and called attention to their public comment offered on adjournment concerning late Commissioner Nate Schmulowitz that was not reported. Mr. Ed Regan commented that his remarks were accurately reported. Mr. Peter Warfield cited: incomplete remarks about the strategic plan not mentioning books; a City Librarian's statement concerning credit reporting; that POE related work was not providing space for books; and no report of his approval of suggested agenda items offered under New Business. Deborah Doyle, Friends & Foundation requested that a Friends & Foundation Report mention of $50,000 Osher Foundation grants to branches be clarified to note that this referred to first phase branches with a reasonable hope that similar amounts would become available as the Friends & Foundation Capital Campaign for Branch Libraries gets underway.

### Commission discussion of AGENDA ITEM #1 APPROVAL OF THE MINUTES OF THE APRIL 1, 2003 COMMISSION MEETING

President Higueras noted that the Minutes were not intended to be a verbatim report of the meeting, recommending that those seeking a word for word account review the tapes of the meeting and suggested that those dissatisfied with how items were reported in the minutes submit Public Comment Summary Statements as provided in the Sunshine Ordinance. President Higueras suggested omitting the Agenda item #1 reference to the anonymous member of the public approving the Minutes. The Commission Secretary proposed to correct omission of any public comment offered on adjournment. Commissioner Coulter asked that Ms. Doyle's proposed clarification in the Friends & Foundation Report be made.

MOTION: Commissioner Bautista, seconded by Commissioner Strobin that the April 1, 2002 Minutes be approved as amended.

ACTION: AYE 4-0 (Bautista, Coulter, Higueras, and Strobin)

## AGENDA ITEM #2 APPROVAL OF THE MINUTES OF THE APRIL 17, 2003 COMMISSION MEETING

### Public comment on AGENDA ITEM #2 APPROVAL OF THE MINUTES OF THE APRIL 17, 2003 COMMISSION MEETING

An anonymous member of the public called attention to a change made in the minutes's report of the City Librarian's remarks on the availability of Richmond Branch Prop. 14 Application documents, two typographical errors; and a mention of assumptions made that did not make clear what was referred to. Mr. Peter Warfield found that the reports of bond related matters were omitted and noted lack of report of his remarks concerning: Friends & Foundation fundraising overhead, a Prop 14 Application discussion in the February minutes; and the Excelsior Branch renovations and the size of the Branch collection.

### Commission comment on AGENDA ITEM #2 APPROVAL OF THE MINUTES OF THE APRIL 17, 2003 COMMISSION MEETING

Commissioner Coulter suggested that the Commission Minutes take a less is more approach. President Higueras agreed that the minutes could be simpler, more concise, and that the Library Commission's minutes were clearly by far the most detailed done by any City Commission.

Commissioner Chin joined the meeting at 4:23PM

MOTION: Commissioner Coulter, seconded by Commissioner Strobin that the April 17, 2002 Minutes be approved.

ACTION: AYE 5-0 (Bautista, Chin, Coulter, Higueras, and Strobin)

## AGENDA ITEM #3 BLIP ADVISORY COMMITTEE REVISION

The City Librarian outlined for the Commissioner a report (copy attached) recommending an expansion of the BLIP Advisory Committee. Ms. Hildreth provided an overview of the background of this proposal, citing in particular the extensive and positive contributions made by Supervisor Jake McGoldrick in considering ways to improve and expand citizen input. Ms. Hildreth then discussed the nature and work done by the various oversight and advisory bodies such as the General Obligation Bond Oversight Committee (GOBOC) and the Strategic Planning Task Force that had a role in assisting the Library. The City Librarian then described the current BLIP Advisory Committee makeup and discussed its work since being convened in October 2001. Ms. Hildreth next outlined key points in the proposed reconstitution of the BLIP Advisory Committee.

## Public comment on AGENDA ITEM #3 BLIP ADVISORY COMMITTEE REVISION

Ms. Denise D'Anne, San Francisco Tomorrow criticized the proposed reconstitution of the BLIP Committee and recommended an oversight committee created by and reporting to the Board of Supervisors instead. An anonymous member of the public suggested that the proposed body would be unwieldy and that any such body be independent and report to a higher authority such as that proposed by former Supervisor Yee or creation of a committee of the Commission to address these issues. Ms. Barbara Berman, Friends & Foundation, noted that as a book person, she was comfortable with the City Librarian's proposal and called attention to the importance of including youth input. Mr. Dick Millet, Potrero Boosters, expressed concern that the group was too large and not sufficiently representative of neighborhood organizations, suggesting inclusion of a representative from the Coalition of San Francisco Neighborhoods. Mr. Tony Sacco, New Mission Terrace Neighborhood Association, noted that he was involved because of his interest in the Excelsior Branch renovation and suggested that a 21 member group could work, but should have monthly meetings and include more neighborhood organizations such as the Coalition of San Francisco Neighborhoods. Ms. Ellen Egbert, Bernal Heights ' representative on the Council for Neighborhood Libraries, expressed support for the City Librarian's proposal; and suggested that there was sufficient neighborhood representation on the proposed 21 member committee. Mr. Peter Warfield found the proposed body unwieldy and commented that the charge for the group was too restrictive and opined that there should be real oversight and real independence. Ms. Deborah Doyle, Friends & Foundation, reported that the Friends & Foundation supported the proposed expansion and noted that the Board of Supervisors had recently consolidated or abolished many of its citizen advisory committees in view of the current budget situation. Ms. Susan Hall, Richmond Democratic Club, suggested that the proposed committee was too large and had too many members affiliated with the Library. Ms. Hall suggested that such a body not be limited to bond related matters, meet monthly, and include a representative from the Coalition of San Francisco Neighborhoods. Ms. Charlotte Breckinridge, expressed a preference for a Board of Supervisors appointed committee, opposition to efforts to digitize books, and recommended creation of computer centers. Ms. Vicky Moses, homeless, noted that the library was very important to her and asked that it be open more hours. Ms. Jeannene Przyblyski, Friends of Noe Valley, noted the importance of a branch centered view of libraries and suggested that the expanded Branch Library Improvement Program (BLIP) Advisory Committee, with additional suggestions, would be a big but inclusive body and that the Commission should move forward. Ms. Sue Cauthen, Neighborhood Library Coalition, urged that the Commission not take action and gather additional input and that she favored the approach proposed by former Supervisor Yee. Mr. Emeric Kalman questioned the budget for the BLIP Advisory Committee, questioning the cost of including city employees, and opined that everything was connected to taxpayers' money. Ms. Debra Neiman, Noe Valley resident, suggested inclusion of more branch library stakeholders and expressed concern that fighting over appointments could drive away interested library users.

## Commission comment on AGENDA ITEM #3 BLIP ADVISORY COMMITTEE REVISION

In response to questions by President Higueras, the City Librarian discussed the various Supervisors' reactions to the proposed expansion of the BLIP Advisory Committee and outlined the various ways neighborhood representatives were included in the proposal. Ms. Hildreth noted that the proposed number was not too unwieldy as the usual attendance could be expected to be 15 to 18 members. Commissioner Bautista expressed misgivings about the potential for conflict between the appointed representatives concerning what was wanted in their particular branches as well as conflict between adult and youth users. The City Librarian suggested that it was not necessary that the Commission take action at this meeting. Commissioner Chin noted that there was a difference between being heard and being able to stop the program. Commissioner Chin urged that individuals look beyond selfish goals. She also strongly urged that youth be represented. President Higueras concluded the discussion by noting that there were many difficult choices that had to be made in renewing existing libraries to meet the needs of users within the limitations imposed by spaces and budgets as well as address accessibility concerns and seismic safety issues. He pointed out that there was no bias toward computers over books and noted that younger users continually requested more media access. President Higueras remarked that the Branch Library Improvement Program was addressing both physical spaces as well as services offered in our libraries and that it was vital to trust the professionalism of the Library's staff to tailor each branch collection to the expressed needs of the neighborhoods. President Higueras commented that in his view the BLIP Advisory Committee should focus on the Branch Library Improvement Program alone.

Commissioner Bautista left the meeting at 5:33PM.

In response to a question by Commissioner Coulter, the City Librarian discussed the primarily fiscally oriented work of the General Obligation Bond Oversight Committee (GOBOC) created by the voters. Commissioner Coulter suggested that making the work for the proposed committee more interesting would attract and motivate involvement. He suggested that to address a broader issue that there could be an advisory committee on collection management issues created, but noted that these issues were tied together and should not be addressed in isolation. Commissioner Coulter recommended that a Commission Committee be created so that the Commissioners were actively involved in this process. He also suggested that a respected chair be recruited to lead this committee with clear assigned responsibilities. Commissioner Coulter further recommended that designated representation for communities of interest such as the disabled, youth seniors, and those not using libraries among others be identified for the committee appointments. Commissioner Coulter concluded that this committee could be either a great success or a real mess. He additionally recommended that the committee do an annual report and develop a charter to guide its activities. Commissioner Coulter noted that timing was everything and that the branch improvement projects could not wait but must go forward.

President Higueras noted that the proposed BLIP Committee should provide broad oversight over the Branch Library Improvement Program, but that the individual neighborhoods should have more direct input on their individual projects.

President Higueras called for a brief recess at 5:47PM
The Commission returned to session at 5:53PM

President Higueras explain that as the quorum would be lost at 6:30PM he was taking up Agenda Item #5 The Branch Improvement Program Managers' Report next and would then take Public Comment

## AGENDA ITEM #5 BOND PROGRAM MANAGER'S REPORT (copy attached)

Branch Improvement Program Manager Marilyn Thompson noted that there would be an informational report on ADA (Americans with Disabilities Act) issues and the Branch Library Improvement Program this month. The Branch Improvement Program Manager then introduced Kevin Jensen, DPW Disability Access Coordinator and Marti Goddard, Library Access Services Manager for presentations on these issues. Ms. Goddard presented a report Accessibility for people with disabilities in SFPL Facilities (copy attached). Mr. Jensen then gave an overview of how City Capital projects must address disabled access issues. Mr. Jensen also provided a overview of ADA/Accessibility Regulations (copy attached) and discussed how they related to the Branch Improvement Program.

Ms. Thompson then presented her regular Budget, Schedule, Active Projects, and Community Outreach updates (copies attached). The Branch Library improvement Program Manager concluded her report noting the BLIP website was up and being updated, the current newsletter was available, and that there would be no special report this month.

## Public Comment on AGENDA ITEM #5 BOND PROGRAM MANAGER'S REPORT

An anonymous member of the public called attention to the significance of the ADA as legislation that benefited not only the disabled but the entire community. However; this person noted that the potential impact of related costs should be carefully considered. Mr. Peter Warfield commented that it was good to have a presentation on ADA requirements and noted that it was important everyone understood what was required. Mr. Warfield expressed concern about any potential

5

impact on book capacity and urged that staff be properly trained to use ADA assistance devices.

## Commission discussion of AGENDA ITEM #5 BOND PROGRAM MANAGER'S REPORT

In response to questions by Commissioner Chin the requirements for library shelf height and accessibility were explained.

## AGENDA ITEM #6 PUBLIC COMMENT

An anonymous member of the public suggested that the City Librarian's action to organize the BLIP Committee after a discussion of the issue before Library Commission was a violation of the Brown Act as an un-noticed action. This person also complained that Commissioners' comments during approval of the minutes recommending greater brevity and more concise reporting if taken as direction by the Commission Secretary also violated the Brown Act. Mr. Peter Warfield objected to materials not be made available in advance of the meeting. Mr. Warfield also found problematic the reported numbers of increase in books in the collection at the Richmond Branch Library. Mr. Ed Regan noted that it had been a very interesting meeting and that it was critical to understand the basics, know the rules, and identify the collection by fiction and non-fiction titles. He also suggested that Library public service hours be expanded from 6AM until Midnight 7 days per week 365 days each year.

## AGENDA ITEM #7 ADJOURNMENT

MOTION: Commissioner Coulter, seconded by Commissioner Chin that the meeting be adjourned in memoriam of the late Robert Hansen, longtime Director of the Golden Gate Park Band. President Higueras fondly recalled attending Mr. Hansen's concerts in the park as a young child with his grandmother.

## Public comment on AGENDA ITEM #7 ADJOURNMENT

An anonymous member of the public suggested that the meeting be adjourned in memory of the late, Robert Hansen, Director of the Golden Gate Park Band from 1946 to 1999 who had recently passed away.

ACTION: AYE 4-0 (Chin, Coulter, Higueras, and Strobin)

The meeting was adjourned at 6:36PM.

Michael Housh, Commission Secretary 6/3/03

Please note:
amended test in these Minutes appears in an alternative typeface. Copies of Commission Minutes and handouts are available in the Office of the Commission Secretary, 100 Larkin Street, San Francisco, CA 94102

## Minutes of the regular Commission Meeting of May 20, 2003

# Appendix A

The Public Comment Summary Statements included in these Minutes are authorized by San Francisco Administrative Code Section 67.16..

These summary statements are provided by the speaker. Their contents are neither generated by, nor subject to approval or verification of accuracy by, the San Francisco Public Library Commission.

*The number of members of the public who spoke anonymously at this meeting. 1*

Minutes of the regular Commission Meeting of May 20, 2003

# Appendix A

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*The number of members of the public who spoke anonymously at this meeting. 1*

## Public Comment of An Anonymous Citizen

San Francisco Public Library Commission Meeting, May 20, 2003

Item 1:
Approval of the Minutes: April 1, 2003

**"Under the approval of the March 4 minutes, the minutes state the anonymous citizen noted the explanation for questionable grammar. In fact what happened was that the anonymous citizen apologized to the secretary of the commission for a misunderstanding.**

**The same paragraph quotes the anonymous citizen as saying that the minutes are accurate when it is only specific comments on one subject that are accurate.**

**On page 9: Re Mr. Fuhrman, what was said was that the reference to business being the purpose was regarded as open provocation by the supporters of the Fuhrman Trust.**

**Even though there is no public comment on adjournment, there is a citizen summary. It was the anonymous citizen who called attention to Mr. Schlomowitz being a library commissioner. So the anonymous citizen did not get credit for one of his rare positive contributions."**

## Minutes of the regular Commission Meeting of May 20, 2003

## Appendix A

The Public Comment Summary Statements included in these Minutes are authorized by San Francisco Administrative Code Section 67.16..

These summary statements are provided by the speaker. Their contents are neither generated by, nor subject to approval or verification of accuracy by, the San Francisco Public Library Commission.

*The number of members of the public who spoke anonymously at this meeting. 1*

**Public Comment of An Anonymous Citizen**
San Francisco Public Library Commission Meeting, May 20, 2003

Item 3:
BLIP Advisory Committee Revision

**"This is an evolved response to Supervisor Yee's suggestion. A letter went out over your president's signature criticizing that suggestion as unwieldy. I am surprised if this proposal answers that criticism.**

**A committee like this is intended to answer the need for oversight, independence, openness, responsibility, accountability and reporting to a higher authority.**

**In response to those criteria your reasonable options are to either welcome Supervisor Yee's original suggestion or to create a committee of this body including three members of your own commission. That committee can gather the resources that are described here to advise and consult with you.**

**This proposal looks like a camel designing a camel. This is a satire of unwieldy. This is so unwieldy that one wonders if it intended to create oversight or to drown any potential oversight."**

Minutes of the regular Commission Meeting of May 20, 2003

## Appendix A

The Public Comment Summary Statements included in these Minutes are authorized by San Francisco Administrative Code Section 67.16..

These summary statements are provided by the speaker. Their contents are neither generated by, nor subject to approval or verification of accuracy by, the San Francisco Public Library Commission.

*The number of members of the public who spoke anonymously at this meeting. 1*

**Public Comment of An Anonymous Citizen**
San Francisco Public Library Commission Meeting, May 20, 2003

Item 6:
Public Comment

**"There is a reoccurring problem. The City Librarian stated in her memorandum on the BLIP Committee that she received direction from the Library Commission to organize the Committee. That is either incorrect or a confession of a Brown Act violation. What happened was that it was a discussion item on the agenda and then she turned to the Commission and asked if there was any objection.**

**Under the Brown Act this is an action. That makes it an unnoticed action.**

**Relative to that, there was an unnoticed discussion today about the policy that you would have regarding minutes. Commissioners Coulter and Higueras both agreed that the policy should be changed. If Mr. Housh regards that is direction from the commission, that is not only illegal discussion but illegal action."**

# Library Commission

May 20, 2003

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# 1. Approval of the Minutes

Explanatory document available:

Draft Minutes April 1, 2003

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# 2. Approval of the Minutes

Explanatory document available:

Draft Minutes April 17, 2003

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# 3. BLIP Advisory Committee Revision

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# 4. Bond Program Budget Review

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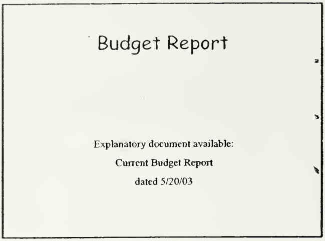
# Best Case Scenario

State Grants $10 million
Revise Relocation & Moving Strategy
Appropriate Bond Interest Proceeds

**WHAT WE CAN DO**

Complete 24 branch libraries
Buy suitable properties for new facilities
Construction reserve (4%)
Build larger Visitacion Valley
One interim location
Expansion at Parkside
Potential Scope Change
Build new library at Ortega (demolish existing)
Build new library at Bayview (in new Town Center)

| | |
|---|---|
| **BALANCE** | $180,000+ |

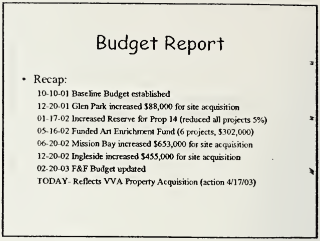


## Budget Report

Explanatory document available:

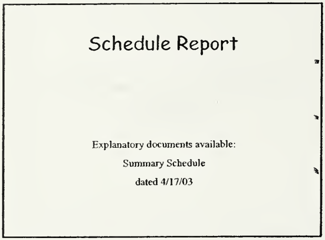
Current Budget Report

dated 5/20/03



## Budget Report

- Recap:
  10-10-01 Baseline Budget established
  12-20-01 Glen Park increased $88,000 for site acquisition
  01-17-02 Increased Reserve for Prop 14 (reduced all projects 5%)
  05-16-02 Funded Art Enrichment Fund (6 projects, $302,000)
  06-20-02 Mission Bay increased $653,000 for site acquisition
  12-20-02 Ingleside increased $455,000 for site acquisition
  02-20-03 F&F Budget updated
  TODAY- Reflects VVA Property Acquisition (action 4/17/03)

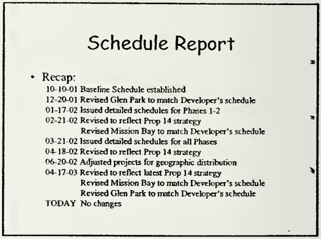


## Schedule Report

Explanatory documents available:

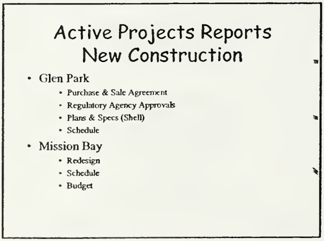
Summary Schedule

dated 4/17/03



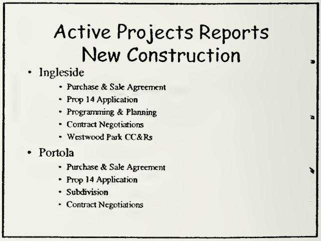
## Schedule Report

- Recap:
  10-10-01 Baseline Schedule established
  12-20-01 Revised Glen Park to match Developer's schedule
  01-17-02 Issued detailed schedules for Phases 1-2
  02-21-02 Revised to reflect Prop 14 strategy
  Revised Mission Bay to match Developer's schedule
  03-21-02 Issued detailed schedules for all Phases
  04-18-02 Revised to reflect Prop 14 strategy
  06-20-02 Adjusted projects for geographic distribution
  04-17-03 Revised to reflect latest Prop 14 strategy
  Revised Mission Bay to match Developer's schedule
  Revised Glen Park to match Developer's schedule
  TODAY No changes



## Active Projects Reports
## New Construction

- Glen Park
  - Purchase & Sale Agreement
  - Regulatory Agency Approvals
  - Plans & Specs (Shell)
  - Schedule
- Mission Bay
  - Redesign
  - Schedule
  - Budget



## Active Projects Reports
## New Construction

- Ingleside
  - Purchase & Sale Agreement
  - Prop 14 Application
  - Programming & Planning
  - Contract Negotiations
  - Westwood Park CC&Rs
- Portola
  - Purchase & Sale Agreement
  - Prop 14 Application
  - Subdivision
  - Contract Negotiations

7. Adjournment

**Memorandum**

To: Library Commission
From: Susan Hildreth, City Librarian
Re: Reconstitution of Branch Library Improvement Program (BLIP) Advisory Committee
Date: May 17, 2003

**Background**

Recently, some members of the public have suggested that legislation be introduced to create a citizen's advisory committee (CAC) for the San Francisco Public Library. This concept is based on legislation that was introduced last year by then Assemblyman Leland Yee. Supervisor Jake McGoldrick has met with these members of the public and with library staff, both individually and jointly. Supervisor McGoldrick has ably facilitated discussions that have resulted in my recommendation regarding the modification and expansion of the Branch Library Improvement Program (BLIP) Advisory Committee, an existing oversight body that currently is convened by the City Librarian. A CAC would provide oversight for all functions, programs and services of the Library, the same scope that the Library Commission currently performs. The reconstituted BLIP Advisory Committee will focus on the Branch Library Improvement Program and review a wide variety of service issues that are emerging as part of the branch renovations.

The Library's policy-making body is the **Library Commission**, with all members appointed by the Mayor. The Library has also established additional oversight bodies to obtain public input and provide forums for public discussion.

- In the 1980's, during very difficult financial times, the Library convened the **Council of Neighborhood Libraries**, which includes at least one representative from each of the 26 branches, and continues to meet on a monthly basis to discuss branch service issues.
- After the passage of the Branch Library Improvement Program in November 2000, the Library Commission was concerned about insuring broad citizen oversight for the branch bond program. In response to those concerns, the Library established the **BLIP Advisory Committee** that was designed to address program-wide issues with the bond program, such as accessibility, design excellence, alternative services during closure, nature of materials collections and services in new and renovated branches.
- The Bond Program is also reviewed regularly by the **Citizen's General Obligation Bond Oversight Committee**, recently launched as an outcome of voter approval of Proposition F "Citizen Oversight of Bond Expenditures" in the election of March 5, 2002.

- The Library sponsors several public meetings in each neighborhood as a branch library is being renovated or constructed.

**BLIP Advisory Committee**

Currently the BLIP Advisory Committee has a mix of members including both members of the public and City and Library staff members. In forming the BLIP Advisory Committee, stake-holder organizations that had interests in the Branch Improvement Program were identified and solicited to make appointments to the Committee. The City Librarian convened the committee and confirmed all the appointments, after receiving direction to organize the Committee from the Library Commission in October 2001. Please see that attached current membership list and committee charge. The Committee has been meeting regularly since April 2002 and has discussed and reviewed many facets of the Branch Library Improvement Program. Library staff have been convening meetings, preparing agendas and documents. All agendas and minutes are shared with the Library Commission and available for the public.

**Recommended Modifications/Expansion for the BLIP Advisory Committee**

The Committee was intended to perform a significant advisory role to the Library Commission regarding program-wide issues of the bond program. In order to insure the fulfillment of this role, I am recommending the following changes for the Committee.

- To insure that each Supervisorial district has representation on this body and that supervisors have clear input in the bond program, expand the Committee so that each supervisor appoints a Committee member who is a library user from his/her district. Currently, the supervisors have one appointment made by the President of the Board. Also, the Mayor would be able to appoint one Committee member. These appointments would be made by each supervisor and the Mayor individually, and not through the City's Rules Committee process.
- Structure the Committee so that it reports regularly to both the Library Commission and the Board of Supervisors.
- In order to provide the highest level of public access for the Committee, charter the the Committee as a committee of the Library Commission, which requires full Sunshine compliance for the body. Currently, it is a passive meeting body. The Commission Secretary would assist in staffing committee.
- Hold committee meetings, at a minimum, on a bi-monthly basis, with the chair elected from the members.
- Because the BLIP Advisory Committee would become a committee of the Commission, the Commission representative (Commissioner Helen Bautista) would no longer be a member, but could continue to serve in a liaison capacity.
- Add San Francisco Tomorrow as an organization that would appoint a representative to the Committee to represent neighborhood interests, in addition to the Council of Neighborhood Libraries' representative.
- Request that the San Francisco Unified School District appoint a member of the public with an identified interest in school library services. Currently, the representative is an SFUSD staff member.
- Identify an architectural organization that represents interest in a wide variety of architectural styles and request that a member be appointed. Request that the

Landmarks Preservation Advisory Board (LPAB) member serve as a resource to the Committee, as all historically significant projects must be reviewed by this LPAB through the City design review process.

- Current City and Library staff members of the Committee become ex-officio members who serve as resources for the Committee. These members would attend meetings as needed.

The proposed revised Committee roster is outlined below:

**BLIP Advisory Committee (21 members)**
Board of Supervisor appointments (11)
(Note that Donna Mandel was appointed by former Board President Tom Ammiano)
Mayor's at-large appointment (1)
Commission on Aging and Adult Services (1 seat, vacant)
Council of Neighborhood Libraries (Chet Roaman, alternate Melinda Adams)
Friends & Foundation of the San Francisco Public Library (Glen Ramiskey)
San Francisco Beautiful (Robin Chiang)
San Francisco Planning and Urban Renewal (Peter Winkelstein)
San Francisco Public Library Accessibility Panel (Harry Mar)
San Francisco Tomorrow (1 seat, to be appointed)
San Francisco Unified School District (1 seat for a member of the public, currently Ann Dalton, SFUSD staff)
Youth Commission (Joanna Gin)

**Staff/Resources for BLIP Advisory Committee (13 members)**
Susan Hildreth, City Librarian
Mike Housh, Commission Secretary
Helen Bautista, Commission Liaison
Donna Corbeil, Chief of Branches, SFPL
Mindy Linetzky, Bond Program Administrator, DPW
Marilyn Thompson, Bond Program Manage, DPW
Paul Underwood, Deputy City Librarian, SFPL
Deputy Director, Department of Public Works
Ken Bukowski, Department of Children, Youth and Their Families
Denise Castaneda, Department of Neighborhood Services
Gary Hoy, Department of Parks and Recreation
Tim Kelly, Landmarks Preservation Advisory Board
Dawn Kamalanathan, Mayor's Budget Office

**Recommendation**
I am presenting this report as an action item for your consideration. I would urge you to act in a reasonably timely fashion on this issue, as it is an important one and represents much interest from both citizens and Board of Supervisor members. Attached is a letter of support for this proposal from SPUR. The Friends & Foundation also support these proposed changes.

Cc: Supervisor Jake McGoldrick
Attachments

# Branch Library Improvement Program (BLIP)
# Advisory Committee

| First | Last | Affiliation |
|---|---|---|
| Melinda | Adams | Council of Neighborhood Libraries - alternate |
| Helen Marte | Bautista | Library Commission |
| Ken | Bukowski | Dept of Children, Youth, and their Families |
| Denise | Castaneda | Dept of Neighborhood Services |
| Robin | Chiang | San Francisco Beautiful |
| Ann | Dalton | San Francisco Unified School District |
| Joanna | Gin | San Francisco Youth Commission |
| Gary | Hoy | Dept of Recreation and Parks |
| Dawn | Kamalanathan | Mayor's Budget Office |
| Tim | Kelley | Landmarks Preservation Advisory Board |
| Harlan | Kelly Jr. | Dept of Public Works |
| Donna | Mandel | Board of Supervisors |
| Harry | Mar | SFPL Accessibility Panel/Dept of Public Health |
| Glen | Ramiskey | Friends & Foundation of the SFPL |
| Chet | Roaman | Council of Neighborhood Libraries |
| Peter | Winklestein | SPUR |

## Library Staff

| | | |
|---|---|---|
| Donna | Corbeil | Chief of Branches |
| Susan | Hildreth | City Librarian |
| Mindy | Linetzky | Bond Program Administrator |
| Marilyn | Thompson | Bond Program Manager |
| Paul | Underwood | Deputy City Librarian |

Chester A Roaman

May 16, 2003

San Francisco Library Commission
100 Larkin Street
San Francisco, CA 94102-4989

To the Library Commission:

Since I am unable to attend your meeting on Tuesday, I wish nevertheless to make some observations about the proposed expansion of the BLIP Advisory Committee on which I am the representative of the Council of Neighborhood Libraries.

First of all to the question of adequate oversight bodies currently providing public input into the bond program, let me cite CNL's own BLIP committee, of which I am a member. This subcommittee has been in existence since the beginning of implementation of Prop A. Its membership includes representatives of nearly every neighborhood branch presently in or about-to-be-in the improvement pipeline. The committee spent its first year clarifying the bond process, how it worked, and how information about it was disseminated to the interested public. At nearly every meeting of the CNL there is a BLIP report. In addition, any questions and/or issue clarifications that arise have been forwarded to the appropriate library and Bond personnel; either oral or written responses are usually returned by the following meeting. And during our meetings, extensive substantive discussions about many aspects of the undertaking have taken place

The present scope of the BLIP Advisory Committee has been an on-going concern and we have been involved in continuous efforts to enlarge the membership almost from inception. This present recommendation from the City Librarian expanding membership to representatives of the Board of Supervisors seems a logical extension of what some of us have been thinking about all along. As I understand it, reporting directly to the Library Commission is part of our directive as it stands now, and we have not invoked it up to this point because there was no direct need. As to the question of independence, I have never felt the slightest degree of censorship or constraint at any of the meetings or reports on the meetings which I deliver to the CNL.

The BLIP Advisory Committee seems to me the perfect vehicle, already in place and functioning, for the transparency necessary for so public an undertaking as the Improvement Program. Other alternatives, like the Board of Supervisors appointing their own separate oversight group strikes me as unnecessary, a redundancy of red tape.

Sincerely,

Chester A Roaman

Chester A. Roaman

OFFICERS

Frankie Lee
Chair

im Chappell
President

Vice Chairs
rson Barnes
Evette Davis
nne Halsted
Tay Via

rry Micheau
Treasurer

ey Douglas
Secretary

ael Wilmar
ouncil Chair

MEMBERS
d Burgess
Shirl Buss
ine Cheng
gy Chiang
ristensen
a Crayton
Erickson
so Felder
yle Fiore
k Fudem
Gary Gee
Gordon
igman
moto
ryl Ito
Kernan
rk Klein
Kriken
LaTour
Lazarus
vid Lee
ladway
Merrill
Mezey
Horten
Moses
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a Rea
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info@spur.org
www.spur.org

May 12, 2003

Mr. Charles Higueras, AIA
President, Library Commission
The San Francisco Public Library
100 Larkin Street
San Francisco, CA 94102

Dear Mr. Higueras:

On May 20, City Librarian Susan Hildreth will introduce a resolution to reconstitute and expand the Branch Library Improvement Program Advisory Committee as a Committee of the Library Commission and to include representation from each supervisorial district on this committee. I am writing on behalf of the San Francisco Planning and Urban Research Association (SPUR) to express our organization's support for this resolution.

In 2000 SPUR strongly supported the Proposition A bond initiative to renovate and improve the branch library system. We therefore support any effort that is so clearly designed to ensure the bond's success. A reconstituted BLIP Committee has the potential to strengthen confidence in the administration of government services by fostering active and appropriate citizen participation. The expenditure of the branch library improvement bond will be one of the most significant library initiatives over the next 10 years—it makes great sense to focus citizen oversight here.

We applaud the Library for its efforts to responsibly manage the Proposition A bond, and will continue to closely watch as plans for the renovation of the branch libraries progress.

Sincerely,

Jim Chappell
President
San Francisco Planning and Urban Research Association

Cc: Susan Hildreth

City and County of San Francisco

Willie Lewis Brown, Jr., Mayor
Edwin M. Lee, Director

VOICE (415) 557-4685
FAX (415) 558-4519
TTY (415) 558-4068

**Office of the Disability Access Coordinator**
**Department of Public Works**
30 Van Ness Avenue, 5th Floor
San Francisco, CA 94102-6099

**Kevin W. Jensen, AIA, CSI**
**DPW Disability Access Coordinator**

20 May 2003

# ADA / ACCESSIBILITY REGULATIONS OVERVIEW

San Francisco Public Library
Branch Library Improvement Program

I. Primary Accessibility Regulations & Statutes.
    A. Americans with Disabilities Act (ADA) and ADA Accessibility Guidelines (ADAAG).
    B. California CCR Title 24, Part 2; The California Building Code, as incorporated in the San Francisco Building Code (SFBC).
    C. California Health and Safety Code Sec. 18951-18961; State Historic Building Code and other provisions.
    D. California Government Code; various provisions.
    E. California Civil Code; various provisions. Non-discrimination.

II. Key Accessibility Requirements for Public Libraries.
    A. Public activities, services and programs are required to be accessible in an integrated setting to persons with disabilities, per Title II of the ADA (State and Local Government Facilities). Separate or different measures may be necessary to ensure equal opportunity to the SF Library. When viewed as a whole all activities, services and programs must be readily accessible to and usable by persons with disabilities.
    B. New construction is to be physically accessible to persons with disabilities.
    C. Renovations, Structural Repair Projects, Additions and alterations are to be physically accessible.
    D. Historic Buildings are required to be accessible – more latitude for equivalent facilitation.
    E. Physical barrier removal that is not triggered by construction projects in existing facilities, in order to provide program accessibility that is "readily achievable" and not an "undue burden or administrative expense."

III. Typical and Specific Accessibility Requirements for Libraries.

A. Main Entrances; width, threshold, level landings, hardware, opening force.
B. Ground level exits accessible to public way or exit yard.
C. Access to all floors and levels via ramp or elevator, sometimes LU/LA or lift.
D. Parking, passenger loading zones & public transit stops.
E. Sidewalks, Curb Ramps, and other paths of travel.
F. Aisle widths per occupant load, otherwise special provisions for libraries; 44 inches min. at main aisles, 36 min. at range, side and end aisle in stack areas, 42 to 44 inches preferred where possible. Staff assistance required when shelving is higher than 54 inches above the floor, also when card catalogs are above 48 inches.
G. Sanitary Facilities. Separate for Men & Women. Unisex/Family and Children's desirable where possible. Drinking fountains; high/low.
H. Telephones & TTY/TDD.
I. Information desks, checkout counters & transaction counters.
J. Reading and study areas; Carrels, desks, tables, counters, fixed seating. Each functional area.
K. Kiosks and other interactive devices are to be accessible to persons with visual disabilities, such as "talking" ATM's. Otherwise public entity must furnish auxiliary aids and services when necessary to ensure effective communication, unless an undue financial or administrative burden, or fundamental alteration of the program or service would result.

    1. Auxiliary aids to ensure effective communication may include such services or devices as qualified interpreters, assistive listening headsets, television captioning and decoders, TTY's, videotext displays, readers, taped texts, Braille materials, and large print materials.

L. Reference areas and equipment; computers, card catalogs, magazine displays.
M. Meeting rooms. Assistive listening systems, fixed or portable.
N. Employee and storage areas.
O. Signage.
P. Alarms; Audio-visual.
Q. Children's areas and alternate anthropometrics standards of ADAAG.

## Accessibility for People with Disabilities in SFPL Branch Facilities

Library Commission presentation by Marti Goddard – 05/20/03

Good evening, Commissioners!

Citizen support, bond funds and activities undertaken for the SFPL Branch Library Improvement Program are making it possible for the Library to fulfill for our users the promise of the Americans with Disabilities Act – or ADA – which was passed in 1990. The ADA has often been called the most far-reaching of all the Civil Rights laws that have been enacted over the past 40 years, because disability is a fact of life in each of our communities and neighborhoods. Disability crosses all boundaries of race, ethnicity, gender, economic level and age. In San Francisco, figures from the 2000 Census indicate that more than 20% of our current and potential users have disabilities. This means that more than 150,000 people in the City and County of San Francisco will benefit by having improved access to their libraries. That number would be much larger if we also could count the family members, friends and associates of people with disabilities who benefit when all people are able to fully and independently participate in our programs of service. In addition, it is important to keep in mind that the number of people with disabilities grows as the population ages. To provide more food for thought on that point, I again turn to the 2000 Census.

- 8.1% of children aged 5 – 20 have disabilities.
- 17.9% of working age adults, those who are 21 – 64, have disabilities.
- 44.1% of adults ages 65 and over have disabilities.

Again – there are currently more than 150,000 residents of San Francisco who will directly benefit by these improvements.

Because it is a department of the City and County of San Francisco, SFPL is covered by Title II, Subtitle A of the Americans with Disabilities Act. This law ensures that qualified individuals with disabilities are not excluded from participation in or denied benefits of any programs, services or activities provided by State and local governments. To honor the requirements of the ADA, services and activities must be provided in the most integrated setting appropriate to the needs of the individual. Through Access Services, the Library offers a number of specialized programs for people with disabilities, many of which are centered in the Main Library. However, the ADA specifies that individuals with disabilities may participate in general programs if they prefer, and, as you know, San Franciscans value being able to use their neighborhood libraries. Staff throughout SFPL will be better able to provide services as required by the ADA when all of our buildings have been made fully accessible.

The work of architects in the Branch Library Improvement Program is guided by Federal and California regulations and building codes that are quite explicit and stringent. The California Code of Regulations and the Uniform Federal Accessibility Standards set the standards that will shape our new and renovated facilities. Mr. Jensen will be talking more about that.

Though I understand that one of the greatest priorities expressed by members of the Commission is to maximize space for shelves and materials in our branches, I am here to make a plea for honoring the spirit of the Americans with Disabilities Act and for keeping in mind the benefits of making our facilities fully accessible for any individual who wishes to use them.

Full accessibility requires attention to more than ramps, accessible doorways, elevators and clear paths of travel. However, the first and highest priority is to get people into a building and make it possible for them to safely make their way to the services or activities they are seeking. This will serve the needs of older adults and other individuals who use mobility devices such as walkers, canes and crutches as well as people who use wheelchairs. An example that often is used to illustrate the value of curb cuts and ramps is that mothers pushing strollers are able to more easily get into our buildings. I am excited by the idea that a parent or caregiver who uses a wheelchair will be able to bring their young children into a branch library to participate in a lapsit storytime or after school activity.

Building accessibility features that are not directly related to paths of travel include safety features, such as visible alarms for people who are hard or hearing or deaf. They also include amenities such as accessible public toilets, water fountains and telephones.

Full accessibility also means making our print and electronic resources accessible. Space for large print and audio materials is a necessity in each of our branches, as is space for assistive technology that makes it possible for people with disabilities to have alternate access to conventional materials.

Bottom line – full accessibility means that people with disabilities will be able to use all the services provided by the San Francisco Public Library. People of all ages and abilities will be able to comfortably and independently apply for a new library card, borrow materials, and talk to a librarian eye-to-eye when they ask a reference question. As much as possible, they will be able to easily reach materials without having to stretch really high or bend low. They will be able to use copy machines independently. Effective signs will make it easier for people with low vision or learning disabilities to find the materials they need. And – people with disabilities will be able to fully participate in all the wonderful public programs we offer – through having integrated seating in our meeting rooms if they use wheelchairs, as well as having access to accommodations such as assistive listening devices and interpreter services.

I will close by telling you that presentations and discussion at the meeting of the Mayor's Disability Council last Friday were about planning and funding for compliance with the ADA throughout San Francisco. The Library was mentioned a number of times as a City department that has in place resources and a plan to bring all of our facilities into full compliance. I think we all should be very proud of that. And – as time goes on – we all can be assured that the Branch Library Improvement Program is actually improving the quality of life for more than 150,000 people with disabilities in San Francisco, along with all our other users.

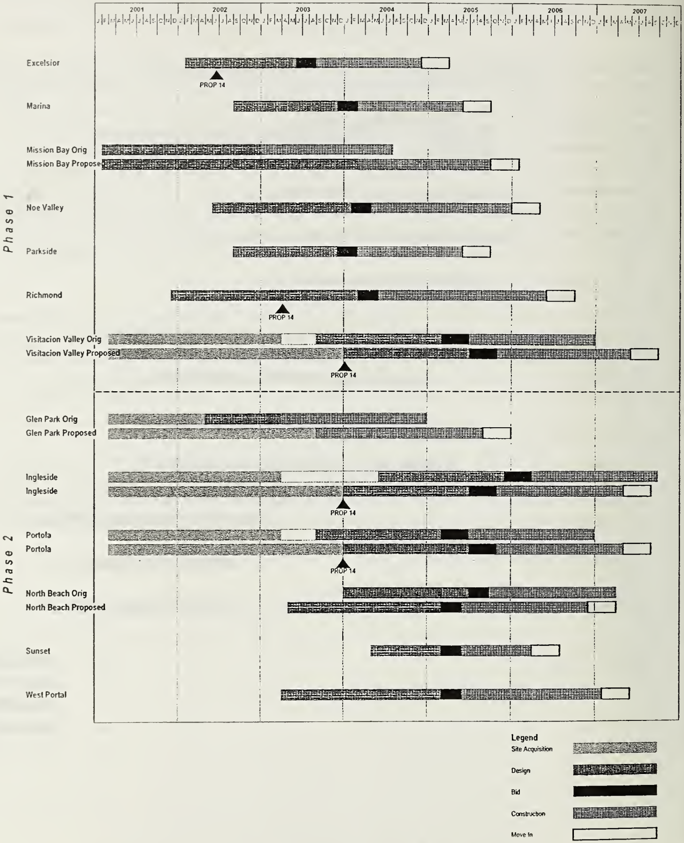
Thank you!

CURRENT BUDGET REPORT-2000 Branch Library Improvement Bond Program
May 20, 2003

| | JOB # | Branch | BUDGET | | | REVENUE: FUND STRATEGY | | | | REVENUE: FUND STATUS | | EXPENDITURES/ENCUMBRANCES | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | Baseline Budget (10/01) | Approved Budget (2/03) | Approved Budget (4/03) | City Prop. A Bonds | State Prop 14 | Other Sources | Total All Sources | Appropriated | Total Available | Actual 30-Apr-03 | New This Month |
| | | | | | | | | | | | | B | |
| **Phase 0 Projects** | | | | | | | | | | | | | |
| GP | 7514A | Glen Park | 1,770,000 | 3,428,000 | 3,428,000 | 3,428,000 | (4) | | 3,428,000 | 3,428,000 | 3,428,000 | 21,569 | 0 |
| IN | 7516A | Ingleside | 1,770,000 | 2,225,000 | 2,225,000 | 1,025,000 | 1,200,000 (4) | | 2,225,000 | 2,225,000 | 2,225,000 | 83,184 | 462 |
| PL | 7519A | Portola [1] | 1,770,000 | 1,770,000 | 1,770,000 | 1,070,000 | 700,000 (4) | | 1,770,000 | 1,770,000 | 1,770,000 | 14,502 | 0 |
| VV | 7521A | Visitacion Valley | 2,090,000 | 2,090,000 | 2,806,000 | 2,808,000 | (4) | | 2,806,000 | 731,500 | 731,500 | | 0 |
| SC | 7523A | Support Services | 9,080,000 | 8,628,000 | 8,628,000 | 8,628,000 | | | 8,626,000 | 8,626,000 | 8,626,000 | 8,523,064 | 0 |
| | | *SUBTOTAL* | *18,480,000* | *18,139,000* | *18,855,000* | *16,955,000* | *1,900,000* | 0 | *18,855,000* | *16,780,500* | *16,780,500* | 8,642,319 | 462 |
| **Phase 1 Projects** | | | | | | | | | | | | | |
| EX | 7525A | Excelsior | 3,820,000 | 3,629,000 | 3,629,000 | 3,829,000 | (4) | | 3,629,000 | 1,400,825 | 1,400,825 | 531,673 | 22,719 |
| MA | 7510A | Marina | 4,110,000 | 3,904,500 | 3,904,500 | 3,904,500 | | | 3,904,500 | 3,904,500 | 3,904,500 | 36,387 | 0 |
| MB | 7518A | Mission Bay | 3,350,000 | 3,957,000 | 3,957,000 | 3,957,000 | | | 3,957,000 | 3,957,000 | 3,957,000 | 54,315 | 1,899 |
| NV | 7511A | Noe Valley | 4,410,000 | 4,189,500 | 4,189,500 | 4,189,500 | | | 4,189,500 | 1,047,375 | 1,047,375 | 40,780 | 0 |
| PS | 7512A | Parkside | 2,880,000 | 2,736,000 | 2,738,000 | 2,738,000 | | | 2,736,000 | 2,736,000 | 2,736,000 | 43,950 | 0 |
| RI | 7513A | Richmond | 7,630,000 | 7,141,500 | 7,141,500 | 41,500 | 4,700,000 (4) | 2,400,000 (2) | 7,141,500 | 2,441,500 | 2,441,500 | 482,925 | 46,020 |
| VV | 7522A | Visitacion Valley | 3,230,000 | 3,020,500 | 3,020,600 | 3,020,500 | (4) | | 3,020,500 | 620,000 | 620,000 | 33,769 | 5,769 |
| | | *SUBTOTAL* | *29,430,000* | *28,578,000* | *28,578,000* | *21,478,000* | *4,700,000* | *2,400,000* | *28,578,000* | *16,107,200* | *16,107,200* | 1,223,999 | 78,407 |
| **Phase 2 Projects** | | | | | | | | | | | | | |
| GP | 7515A | Glen Park | 2,800,000 | 1,253,000 | 1,253,000 | 1,253,000 | (4) | | 1,253,000 | 1,253,000 | 1,253,000 | 37,815 | 0 |
| IN | 7517A | Ingleside | 2,800,000 | 2,618,000 | 2,618,000 | 918,000 | 1,700,000 (4) | | 2,618,000 | 665,000 | 665,000 | 35,532 | 517 |
| PL | 7520A | Portola | 2,800,000 | 2,618,000 | 2,618,000 | 918,000 | 1,700,000 (4) | | 2,618,000 | 665,000 | 665,000 | 51,618 | 0 |
| NB | 7528A | North Beach | 3,460,000 | 3,287,000 | 3,287,000 | 3,287,000 | (4) | | 3,287,000 | 821,750 | 821,750 | | 0 |
| SS | 7527A | Sunset | 1,490,000 | 1,415,500 | 1,415,500 | 1,415,500 | | | 1,415,500 | 1,415,500 | 1,415,500 | 10,234 | 0 |
| WP | 7528A | West Portal | 4,110,000 | 3,904,500 | 3,904,500 | 3,904,500 | | | 3,904,500 | 976,125 | 976,125 | 17,983 | 0 |
| | | *SUBTOTAL* | *17,460,000* | *15,096,000* | *15,096,000* | *11,896,000* | 3,400,000 | | 15,096,000 | 5,796,375 | 5,796,375 | 153,182 | 517 |
| **Phase 3 Projects** | | | | | | | | | | | | | |
| BV | 7529A | Bayview | 3,820,000 | 3,629,000 | 3,829,000 | 3,629,000 | (4) | | 3,829,000 | | 0 | 17,548 | 1,015 |
| EV | 7530A | Eureka Valley | 4,580,000 | 4,351,000 | 4,351,000 | 4,351,000 | | | 4,351,000 | | 0 | 18,202 | 0 |
| OR | 7531A | Ortega | 3,560,000 | 3,382,000 | 3,382,000 | 3,382,000 | (4) | | 3,382,000 | 70,000 | 70,000 | | 0 |
| WA | 7532A | Western Addition | 3,430,000 | 3,258,500 | 3,258,500 | 3,258,500 | | | 3,258,500 | | 0 | 23,687 | 1,015 |
| | | *SUBTOTAL* | *15,390,000* | *14,620,500* | *14,820,500* | *14,620,500* | 0 | 0 | 14,620,500 | 70,000 | 70,000 | 59,437 | 2,030 |
| **Phase 4 Projects** | | | | | | | | | | | | | |
| AZ | 7533A | Anza | 4,740,000 | 4,503,000 | 4,503,000 | 4,503,000 | | | 4,503,000 | | 0 | | 0 |
| BE | 7534A | Bernal Heights | 5,350,000 | 5,082,500 | 5,082,500 | 5,082,500 | | | 5,082,500 | | 0 | | 0 |
| GG | 7435A | Golden Gate Valley | 5,340,000 | 5,073,000 | 5,073,000 | 5,073,000 | | | 5,073,000 | 50,000 | 50,000 | | 0 |
| PT | 7536A | Potrero | 4,230,000 | 4,018,500 | 4,018,500 | 4,018,500 | | | 4,018,500 | | 0 | | 0 |
| | | *SUBTOTAL* | *19,660,000* | *18,677,000* | *18,677,000* | *18,877,000* | 0 | 0 | *18,677,000* | 50,000 | *50,000* | 0 | 0 |
| **Phase 5 Projects** | | | | | | | | | | | | | |
| ME | 7537A | Merced | 4,200,000 | 3,990,000 | 3,990,000 | 3,990,000 | | | 3,990,000 | | 0 | | 0 |
| PK | 7538A | Park | 1,310,000 | 1,244,500 | 1,244,500 | 1,244,500 | | | 1,244,500 | | 0 | | 0 |
| PD | 7539A | Presidio | 1,530,000 | 1,453,500 | 1,453,500 | 1,453,500 | | | 1,453,500 | 15,000 | 15,000 | | 0 |
| | | *SUBTOTAL* | *7,040,000* | *6,888,000* | *6,688,000* | *6,688,000* | 0 | 0 | 6,688,000 | *15,000* | *15,000* | 0 | 0 |
| **Program-Wide Services & Costs** | | | | | | | | | | | | | |
| LM | 7501A | Library Program Costs | 800,000 | 800,000 | 800,000 | 800,000 | | | 800,000 | 600,000 | 600,000 | 88,936 | 1,504 |
| CS | 7500A | Program Consultants | 750,000 | 750,000 | 750,000 | 750,000 | | | 750,000 | 562,500 | 562,500 | 93,041 | 1,149 |
| PM | 7509A | City Program Management | 3,800,000 | 3,600,000 | 3,800,000 | 3,800,000 | | | 3,600,000 | 1,013,822 | 1,013,822 | 515,235 | 12,734 |
| RE | 7502A | Real Estate Dept | 120,000 | 120,000 | 120,000 | 120,000 | | | 120,000 | 120,000 | 120,000 | 120,000 | 0 |
| AR | 7503A | Art Enrichment Program | *0* | 302,000 | 302,000 | 302,000 | | | 302,000 | 302,000 | 302,000 | 26,101 | 2,391 |
| RM | | Relocation & Moving Reserve | 4,380,000 | 4,320,000 | 4,320,000 | 4,320,000 | | | 4,320,000 | 1,080,000 | 1,080,000 | | 0 |
| FE | | Furniture & Equipment Reserv | 15,000,000 | 18,000,000 | 18,000,000 | *0* | | 18,000,000 (3) | 16,000,000 | | 0 | | 0 |
| FC | | Bond Financing Costs | 1,500,000 | 1,500,000 | 1,500,000 | 1,500,000 | | | 1,500,000 | 338,622 | 338,622 | 251,[illegible] | 36,[illegible] |
| SF | | Program Reserve | 1,675,000 | 5,074,500 | 4,358,500 | 4,358,500 | | | 4,358,500 | 818,981 | 818,981 | | 0 |
| | | *SUBTOTAL* | *27,805,000* | *32,466,500* | *31,750,500* | *15,750,500* | 0 | *16,000,000* | *31,750,500* | *4,835,925* | *4,835,925* | 1,095,014 | [illegible] |
| **TOTAL** | | | 133,265,000 | 134,265,000 | 134,265,000 | 105,865,000 | 10,000,000 | 18,400,000 | 134,265,000 | 43,655,000 | 43,655,000 | 11,173,951 | 155,567 |

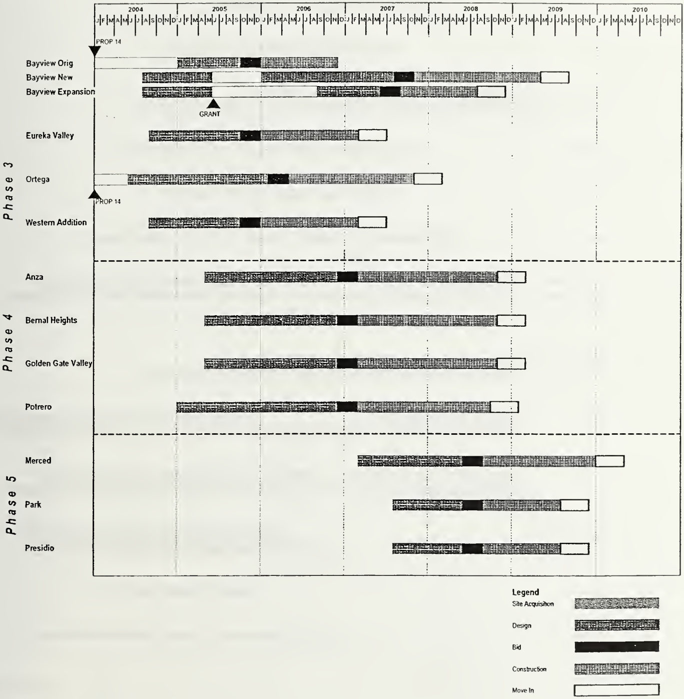
(1) Direct Cost of Land estimated by DRE for Portola $1,125,000.
(Remainder represents estimated costs for relocation benefits, appraisal fees, real estate staff time, city attorney costs, Phase 1 & 2 studies, ALTA surveys, closing costs, demolition, remedial sitework)
(2) Earthquake Safety Program funds remaining for Branch Libraries
(3) Private donations from Friends & Foundation. Includes Friends and Foundation fundraising expenses
(4) Prop. 14 applications may be submitted for these projects

# Branch Library Program Summary Schedules



Phases 1-2

# Branch Library Program Summary Schedules



Phases 3-5

**San Francisco Tomorrow**

*Since 1970, Working to Protect the Urban Environment*

May 20, 2003

San Francisco Library Commission
100 Larkin Street
San Francisco, California 94102

Subject: An Effective Library Citizens Advisory Committee

Dear Library Commissioners:

San Francisco Tomorrow commends the library for its steps to open up the public input process. But mere reorganization of a body that has been controlled by the library will not guarantee that meaningful information will be generated in a timely fashion. The Board of Supervisors must be part of the process; the new body must be chartered by ordinance; and membership should be approved by the Supervisors' Rules Committee.

To make the Branch Library Improvement Project Advisory Committee effective, it must set its own agendas and conduct its own meetings. Library and city staff should be present as informational resources only. The BLIPAC must have committees to focus on specific aspects of the program, such as architectural integrity and library services, including the right mix of books, computers and audio-visual materials. And there must be monthly meetings to assure that issues are addressed in a timely fashion.

We question the functionality of the large group that is currently proposed and urge that it be slimmed down to a more manageable size by eliminating at least three proposed seats. Members of the Youth Commission and the Commission on Aging see their primary allegiance elsewhere and neither group has fielded people who are conversant with library issues. Consequently, they either did not attend meetings of the old BLIP or did not contribute. BLIPAC members should be library users who are familiar with library issues and able to give BLIPAC matters a high priority. Similarly, the school library representative should be named by the School Board, a group that is elected by the public. We further question the efficacy of a mayoral appointment, since the Mayor already has maximum input on library issues by virtue of his appointment of all seven members of the Library Cmsn.

However, we urge SFPL to include independent neighborhood groups, such as the Coalition for San Francisco Neighborhoods, to provide balance to downtown interests and library support groups like the Council of Neighborhood Libraries and the Friends & Foundation of the Library.

*Will you want to live in San Francisco – tomorrow?*

41 Sutter Street, Suite 1579 . San Francisco CA 94104-4903 . (415) 566-7050
Recycled Paper

We reiterate that the new group should be established by ordinance to give the Board of Supervisors a voice from the outset.

And, finally, we urge the Library Commission to defer action on the matter till all these details have been worked out. It is important to begin timely, independent public oversight of the branch renovation project; it is equally important to establish a body that the diverse segments of our community will respect.

Sincerely,

Jennifer Clary

Jennifer Clary
President

CC: Board of Supervisors, City Librarian Susan Hildreth

RDDC

Richmond District Democratic Club
298 4th Avenue # 309
San Francisco CA 94118

May 20, 2003

Library Commissioners
Main Library
100 Larkin St
San Francisco CA 94102

Re: Reconstitution of Branch Library Improvement Program Advisory Committee

Dear Commissioners:

The Richmond District Democratic Club (RDDC), by a unanimous vote of its members, recently passed a resolution supporting the establishment of an independent Library Citizens Advisory Committee. For this reason, we oppose several aspects of the City Librarian's proposal to reconstitute the Branch Library Improvement Program (BLIP) Advisory Committee.

We passed the resolution because library users in the Richmond District have found it difficult, if not impossible, to influence library policies. For example, the book collection at the Richmond Branch Library was cut by 24% in 2001-02, from 72,000 to 54,000, despite a poll taken by the SFPL indicating that 77% of those surveyed wanted more books. Those who opposed the cuts found that current procedures block public input, as some SFPL meetings are not advertised to the public and are not covered by the Sunshine Ordinance and the SFPL never provides the public with advance copies of key documents and reports that are discussed at Library Commission meetings. Therefore, we believe we need a structured forum in which the interested public can analyze library issues and present their recommendations, systematically and independently, to the Library Commission and the Board of Supervisors.

We believe that the proposal to reconstitute the BLIP Advisory Committee is an attempt to co-opt such an independent forum. While it would make the BLIP a committee of the Library Commission, and charge the BLIP with reporting regularly to both the Commission and the Board of Supervisors, we object to the following aspects of the proposal: (1) establishing such a large, unwieldy committee, because it would be unworkable; (2) heavily weighting the BLIP with library supporters and city employees, which would dilute the public's voice on the committee; (3) limiting the scope of the BLIP Advisory Committee to branch renovation bond issues, which would stifle public input on other important library issues; (4) limiting meetings to six a year, because

monthly meetings would be required to attend to library business in a timely fashion; and (5) not including the Coalition of SF Neighborhoods, a respected 30-year-old body which speaks for 38 neighborhood groups citywide and is pro-active on library issues. The CSFN's inclusion would balance downtown groups like SPUR and library support groups like the Friends and Foundation of the Library and the Council of Neighborhood Libraries.

Our first choice, as stated in our resolution, is the establishment of an independent Citizens Advisory Committee, and we will continue to work toward its realization unless the Library Commission reconfigures the BLIP Advisory Committee so that it reflects our goal of giving the public an influential voice in library policy.

Sincerely yours,

RICHMOND DISTRICT DEMOCRATIC CLUB

Susan Hall

Susan Hall
Secretary

/sh
Encl

Cc: Supervisor Jake McGoldrick
✓Cc: Susan Hildreth, City Librarian

# RICHMOND DISTRICT DEMOCRATIC CLUB
# RESOLUTION ON LIBRARY CITIZENS ADVISORY COMMITTEE

**WHEREAS**, the San Francisco Public Library (SFPL) has adopted a policy of modernizing branch libraries by focusing on providing lounges, community rooms, audio-visual materials, and computers at the expense of book collections in these libraries; and

**WHEREAS**, as examples of this policy, the Richmond library's books were reduced by 24 percent, from 72,000 to 54,000 books between 2001 and 2002; the Marina library's books were reduced by 25 percent, from 47,000 to 32,000, during the same period; and the Excelsior library's books were to be reduced by 4,500 until objections by the New Mission Neighborhood Association caused SFPL to lower the number to 2,300; and

**WHEREAS**, a poll done by David Binder Research for SFPL found that 82 percent of the people surveyed want more books in their libraries, 53 percent want comfortable seating, and only 44 percent want more computers; and

**WHEREAS**, the members of the panel established to come up with a strategic plan for the libraries were hand-picked by the SFPL, and their meetings are not advertised to the public, are not covered by the Sunshine Ordinance, are not taped, and do not allow public comment; and

**WHEREAS**, the Public Advisory Committee was hand-picked by SFPL, is not covered by the Sunshine Ordinance, has low attendance, has its meetings run by the SFPL, and rarely brings up controversial issues; and

**WHEREAS**, the SFPL typically provides key documents and reports to the Library Commission not long before Commission meetings begin and never provides the public with such documents ahead of time, thus limiting meaningful public comment; now

**THEREFORE BE IT RESOLVED** that the Richmond District Democratic Club urges the San Francisco Public Library to give priority to maintaining the book collections of the branch libraries and not to remove books to make room for computers and other amenities; and

**BE IT FURTHER RESOLVED** that the Richmond District Democratic Club urges the Board of Supervisors to establish an independent Library Citizens Advisory Committee to analyze SFPL reports and policies, provide a forum for meaningful public comment on, and input into, library policies, and to advise the Board of Supervisors of public concerns about those policies.

Resolution passed by unanimous vote of General Membership
April 22, 2003

SPUR

[illegible]
[illegible]

415 781 87[illegible]
415 781 7291 fax

info@spur.org
www.spur.org

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George Williams
J. Peter Winkelstein
Howard Wong
Samson Wong

19 May 2003

Mr. Michael Housh
Library Commission Secretary
SF Public Library
100 Larkin Street
San Francisco, California 94102-4989

Dear Mr. Housh:

I am writing this letter in support of Susan Hildreth's recommendations to expand the existing Branch Library Improvement Program (BLIP) Committee.

Her recommendations are:

1. To expand the membership in the BLIP to include representative appointed by each SF Supervisor
2. To have the expanded BLIP Committee report directly to the Library Commission.

I believe that this expansion of the BLIP Committee will provide a well-balanced representation throughout the entire City, as well as providing adequate and substantive oversight to the entire Library Improvement Program.

Most importantly, this expanded, inclusionary membership proposal is an ideal example of "good government" public policy.

I wholeheartedly support and endorse her proposal.

Sincerely yours,

Diane Filippi

Diane Filippi

# NEIGHBORHOOD LIBRARY COALITION

1321 Montgomery St. San Francisco, 94133 415-391-0737

May 20, 2003

Charles Higueras, President
San Francisco Public Library Commission
100 Larkin Street
San Francisco, California 94102

Dear President Higueras and Library Commissioners:

The Neighborhood Library Coalition was pleased to work with Supervisor Jake McGoldrick and City Librarian Susan Hildreth to craft a framework for opening up the public process at the library. We see this as the start of greatly expanded community interest and participation in library matters.

The City Librarian's proposal before you today was quickly put together after the meeting with Sup. McGoldrick last Friday (May 16), and there are still significant details to be worked out. Ms. Hildreth was unavailable yesterday and today as she was traveling. We ask, therefore, that final action on this matter be deferred until the Library Commission meeting in early June.

It is in the best interest of the library that the proposal and implementing ordinance go to the Board of Supervisors with as broad support as possible.

Here are a few of the things that should be revisited:

1. Frequency of Meetings: To address library issues in a timely fashion, monthly meetings are needed. This should also enhance attendance as meetings could easily be calendared. Low attendance was an issue with the old BLIP.

2. Composition of the new Branch Library Improvement Program Advisory Committee (BLIPAC): There has been considerable debate on membership. In addition to the 11 to be appointed by the supervisors, there are as many as 10 additional members currently proposed. While this could make for an over-large and unwieldy body, it may be the only solution. But we believe that there must be balance between neighborhood representatives, library support groups and their members, and, for example, architectural groups.

We favor inclusion of both San Francisco Tomorrow and the Coalition for SF Neighborhoods to provide balance to groups (like SPUR and the Friends/Foundation) perceived in the community as having a downtown-based agenda.

3. While we favor a charge covering all library operations, we could work within the proposed framework, provided that the new body is autonomous: i.e., that it sets its own agendas, conducts its own meetings and establishes its own bylaws and committee structure. Given the likelihood of a membership of at least 21 people, a strong committee structure is imperative so that key issues like library services and architectural excellence can be studied and public input can be taken.

We are hopeful that the Library Commission will postpone action until the above issues have been discussed further and an area of agreement found. We are eager to work with the library and all interested parties to bring this important new body to fruition.

Sincerely,

Sue Cauthen

Sue Cauthen
Coordinator

C: Supervisor Jake McGoldrick, Board of Supervisors, City Librarian Susan Hildreth

SF
P76
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6/5/03

DOCUMENTS DEPT.

JUN - 2 2003

SAN FRANCISCO
PUBLIC LIBRARY

*San Francisco Public Library Commission*
100 Larkin Street, San Francisco, CA 94102-4733
Phone 415.557.4233, Fax 415.557.4240

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Steven A. Coulter
Fran A. Streets
Deborah Strobin
*Commissioners*

Susan Hildreth
*City Librarian*

Michael Housh
*Commission Secretary*

## NOTICE OF MEETING

A regular meeting of the San Francisco Public Library Commission will be held as follows:

DATE: Thursday, June 5, 2003
TIME: 4:00 PM
PLACE: Koret Auditorium, Main Library, lower level

The meeting will be called to order.

### 1. APPROVAL OF THE MINUTES — ACTION

Presentation of, discussion of, and possible action to approve the Minutes of the regular Commission meeting of May 1, 2003.
Explanatory document: draft Minutes

### 2. PORTOLA PURCHASE & SALE AGREEMENT — ACTION

Presentation of and discussion of a proposed Purchase and Sale Agreement for the new Portola Branch Library.
Explanatory documents: Portola Branch Library site purchase recommendation memo

### 3. CITY LIBRARIAN'S REPORT — DISCUSSION

(This item is to allow the City Librarian to report on recent Library activities and make announcements)
The City Librarian will report on the following subjects: a 2003/04 Library Budget update report; 6/29/03 Main Library closure due to Gay Pride Parade; Urban Libraries Council project update; Cerritos Library information report; 03/04 Friends & Foundation grants to the Library; Fuhrman Fund signage; report on a redistribution program Certificate of Appreciation and thank you concert by Kundirana; and exhibits and programs

### 4. NEW WEBSITE DEMO — DISCUSSION

Presentation on and discussion of the Library's redesigned website.

### 5. STRATEGIC PLAN UPDATE — DISCUSSION

Presentation on and discussion of the ongoing strategic planning activities.
Explanatory document: April 23 Community Planning Committee minutes & library service responses

## SAN FRANCISCO PUBLIC LIBRARY COMMISSION - ACCESSIBLE MEETINGS POLICY

To ensure the participation of the disabled public in all Commission public meetings, the following items concerning accessibility will be available:

Sign Language interpreters or note takers will be available upon request. Please contact Services for the Deaf and Hearing Impaired at 415/557-4433 (TDD) or 415/557-4434 (Voice) at least 48 hours prior to the meeting. Late requests will be honored if possible.

A sound enhancement system will be available upon request at the meetings. Please contact Services for the Deaf and Hearing Impaired at 415/557-4433 (TDD) or 415/557-4434 (Voice) at least 48 hours prior to the meeting. late requests will be honored if possible.

A person who is deaf or hearing impaired may gain meeting information prior to the meeting by calling 415/557-4433 (TDD) or 415/557-4434 (Voice). In addition, the California Relay Service can be used by individuals with hearing and speech impairments by calling 1-800/735-2929 (TDD) or 1-800/735-2992 (Voice).

Minutes of the meetings are available in alternative formats. If you require the use of a reader during the meeting, please contact the Library for the Blind and Print Handicapped at 415/557-4253 at least 48 hours in advance of the need.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call the accessibility hotline at 415/554-8925 to discuss meeting accessibility. In order to assist San Francisco's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical-based products. Please help the City to accommodate these individuals.

Library Commission meetings will be held at the Main Library, 100 Larkin Street at Grove, Lower Level, Koret Auditorium, except when otherwise noticed. The Commission meeting room is wheelchair accessible. The closest accessible BART station is Civic Center. The accessible MUNI line serving this location is the #19 Polk. For information about Muni's accessible service, please call 415/923-6142. There is accessible parking available at 355 McAllister, Civic Center Plaza Garage. Call 415/863-1537.Accessible seating for persons with disabilities (including those using wheelchairs) will be available at meetings. The ringing of and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound producing electronic devices.

### Know Your Rights Under The Sunshine Ordinance

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review.

For more information on your rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code) or to report a violation of the ordinance, contact Donna Hall, Administrator, the Sunshine Ordinance Task Force, City Hall, Room 244 1 Dr. Carlton B. Goodlett Place, San Francisco, CA 94102-4689 or at 415/554-7724 ph. 415/554-5163 FAX and website at Donna_Hall@ci.sf.ca.us. Copies of the Sunshine Ordinance can be obtained from the Clerk of the Sunshine Task Force, the San Francisco Public Library and on the City's website at www.ci.sf.ca.us/bdsupvrs/sunshine.

### San Francisco Lobbyist Ordinance

Attention: Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance [SF Admin Code secs. 16.520 - 16.534] to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at 1390 Market Street #701, San Francisco, CA 94102, telephone (415) 554-9510, fax (415) 703-0121 and web site http://www.ci.sf.ca.us/ethics/.

6. BLIP ADVISORY COMMITTEE REVISION ACTION

Presentation of and discussion and possible action to reconstitute the BLIP Advisory Committee as a Committee created by and authorized to report to the Library Commission and to the Board of Supervisors concerning Branch Library Improvement Program issues.

Explanatory document: revised BLIP Advisory Committee reconstitution memo

7. FRIENDS AND FOUNDATION REPORT DISCUSSION

(This item is to allow the Friends and Foundation of the San Francisco Public Library to inform the Commission of their current and proposed activities.)

8. LABOR UNION REPORT DISCUSSION

(This item is to allow members of library labor organizations to report on employee matters within the Commission's purview as well as to suggest new agenda items for the Library Commission's consideration.)

9. NEW BUSINESS

(This item is to allow Commissioners to introduce new agenda items for consideration.)

10. PUBLIC COMMENT

(This item is to allow members of the public to comment generally on matters within the Commission's purview as well as to suggest new agenda items for the Library Commission's consideration.)

11. ADJOURNMENT (requires motion and public comment) ACTION

6/2/03 - M.Housh, Commission Secretary

Explanatory documents: Copies of listed explanatory documents are available as follows: (1) from the Commission Secretary/Custodian of Records, Main Library, 6th Floor, (2) in the rear of the Koret Auditorium immediately before and during the meeting, and (3)to the extent possible, on the Library's website at http://sfpl.org/.

Additional materials not listed as explanatory documents on this agenda, if any, that are distributed to the Library Commissioners prior to or during the meeting in connection with any agenda item will be available to the public for inspection and copying in accordance with Government Code Section 54954.1 and Sunshine Ordinance §§ 67.9, 67.28(b)& 67.28(d).

DRAFT

*San Francisco Public Library Commission*
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Susan Hildreth
*City Librarian*

Michael Housh
*Commission Secretary*

# SAN FRANCISCO PUBLIC LIBRARY COMMISSION

Draft Minutes of the regular meeting of Thursday, May 1, 2003

The San Francisco Public Library Commission held its regular meeting on Thursday, May 1, 2003 in the Koret Auditorium, Main Library.

Vice President Steiman called the meeting to order at 4:07PM.

The following members were noted present: Commissioners Bautista, Chin, Coulter, and Steiman. President Higueras and Commissioners Streets and Strobin were reported excused attendance.

Vice President Steiman announced that as the Commission was expected to lose its quorum at 6PM she was reordering the meeting's agenda calling for Item #9 Public Comment to betaken 1st followed by Item #2 Collection Management & Development, followed by Item #3 Children & Youth Services Report, then the remaining items in posted order as time permitted.

## AGENDA ITEM #9 PUBLIC COMMENT

An anonymous member of the public expressed appreciation that Public Comment was taken up in view of the likelihood of the meeting being shortened. Mr. Peter Warfield called the Commissioners attention to a ruling by the Sunshine Task Force sustaining his complaint that the Library had violated the Sunshine Ordinance.

## Commission discussion of AGENDA ITEM #9 PUBLIC COMMENT

In response to a question by Vice President Steiman, Deputy City Attorney Catharine Barnes reported that the City Attorney had determined that the Sunshine Task Force's order concerning Mr. Warfield's complaint was unlawful.

## AGENDA ITEM #2 COLLECTION MANAGEMENT & DEVELOPMENT

City Librarian Susan Hildreth introduced Jane Light, Director of the San Jose Public Library and Library Consultant Jeanne Goodrich for a presentation on library collection management and development (hand outs attached). Ms. Light described her professional background and reported on her extensive experience in managing and developing the San Jose Library's collection that facilitated collections with a high turnover rate indicating frequent circulation and strong in the subject areas most in demand by her library's users. Ms. Light then discussed the underlying principles of providing collections of library materials that provided what was wanted, in the ways they were wanted, and in a timely manner to library users. She noted her library was a system with one collection located in 18 sites and that its branch libraries were not islands but part of a system that could provide a requested item within 48 hours of a request. Ms. Light noted that while some materials were purchased with a particular location in mind, computer access to materials had allowed many users to access materials throughout the San Jose Library's collections. Ms. Light commented that items should earn their way into the shelves and earn the right to stay by being used. She pointed out that materials not circulating within a two year period could be considered for removal. Ms. Light noted that in today's library AV materials were as important to users as print. The San Jose Library Director suggested that librarians should trust their customers and tailor their acquisitions and retention to what users wanted. Ms. Light highlighted ways that new technologies could reduce barriers to making materials available and provide greater access to information, particularly for non-English speaking users. Ms. Light additionally pointed to declining use of print reference materials as more users accessed information electronically and noted that demand for periodicals had also declined. Ms. Light suggested that increased use of electronic resources and the options offered by ebooks were trends to watch.

The City Librarian then introduced Library Consultant Jeanne Goodrich. Ms. Goodrich lauded the work done in San Jose as exactly the right approach and provided a brief overview of her professional experience as well as ongoing involvement with San Francisco Public Library projects. Ms. Goodrich then gave the Commissioners a critical review of where San Francisco fell among libraries in terms of important use measurements, noting that in many branches materials circulated once a year or not at all where the rate should be at least 6 to 8 times per year.

## Public comment on AGENDA ITEM #2 COLLECTION MANAGEMENT & DEVELOPMENT

An anonymous member of the public opined that the library was a comprehensive resource and that some library professionals regarded low circulation figures as reflective of a high quality collection. Mr. Peter Warfield suggested that if popularity were the benchmark minority views would be driven out. Ms. Sue Cauthen, commented on the wide variety of branch collections and citing the Marina Branch, noted that people often complained about not being able to find what they wanted.

## Commission discussion of AGENDA ITEM #2 COLLECTION MANAGEMENT & DEVELOPMENT

Commissioner Coulter recalled past controversies concerning removal of materials that did not circulate, pointing out that some opposed any weeding, and noted that it was important to rely on the professionalism of our librarians to replace old materials with new. Ms. Light remarked that while balance could be important in a collection, it was not always true that having some of everything was preferred to having multiple copies of the best wanted titles available. She suggested that it was best to rely on the judgment of librarians as to how to keep materials of lesser interest available as needed. In response to a question by Vice President Steiman regarding keeping literary and historical materials active in collections, she noted that minority views and historical

Copies of Public Comment Summary Statements as authorized by San Francisco Administrative Code Section 67.16 can be found in Appendix A. These summary statements are provided by the speaker and their contents are neither generated by, nor subject to approval or verification of accuracy by, the San Francisco Public Library Commission.

materials should be highlighted to call attention to them and encourage greater use. Ms. Light noted that having a variety of library collections sharing a peer network of actively circulating materials made more items available to a wider audience of users and maximized the resources available to all. In response to another query by Vice President Steiman, Ms. Light commented that shared access to catalogs made sure that all subject areas in a broad range of titles could be found. Ms. Light noted that this resulted in a far richer collection available through an informal network of shared library resources with each library having some special differing subject emphasis that enriched the whole. Commissioner Chin remarked that common sense and intelligence indicated that materials wanted by users should be provided, calling attention to the large number of members of the public who don't come to meetings and speak out but who want and use a wide variety of materials in diverse media as opportunities to learn. Commissioner Chin noted that our libraries should not be warehouses and that out of date materials should be withdrawn. In response to questions by Commissioner Bautista, Ms. Light explained about the numerous ways surveys were conducted to evaluate what library users were using and what they wanted, calling attention to San Jose's annual citywide repots on performance measures accomplished during the year.

## AGENDA ITEM #3 CHILDREN & YOUTH SERVICES REPORT

Ms. Toni Bernardi, Chief of Children and Youth Services, presented a detailed overview of the library's plans (copy attached) for Summer Reading 2003 "Team Up with Books" themed program highlighting the resources devoted during the Summer (June 7 –August 9) to young readers of every level throughout the library system.

Ms Bernardi then introduced members of the Teen Advisory Council to share their views with the Commissioners. Martrice Chandler, a library user since age 11 and an original member of the Teen Advisory Council, called the library crucial in providing the information resources teens needed calling attention to homework help programs and providing inviting and friendly places to study and work. Ms. Chandler noted that teen users were the future of the library. Annie Yu, a 14 year old member of the Teen Advisory Council, called the Commissioners attention to needed improvements, such as more dedicated spaces for teens, more computers for teen users, and explained that there was often a problem with adults using computers assigned for teen use. Ms Yu also urged development of more, larger, and comfortable dedicated teen serving spaces calling attention to a successful model at the Boston Public Library. Brian Hom, a Teen Advisory Council member very interested in technology, also urged that more computers be made available to tech savvy teen users and suggested that tech support tailored for teen users be developed. Brian pointed out that ever more demanding homework assignments required greater computer access and more Internet time be made available for Teen students. Brian also noted the problems when adult users monopolized computers intended for teens, and additionally recommended catalog improvements that would be helpful for teen users. Ms. Bernardi noted that the teens' voices had been heard and that, while the Library had come along way, much remained to be done.

Vice President Steiman limited public comment to 2 minutes to allow everyone who wished to speak in view of the short time left before the meeting must conclude.

## Public comment on AGENDA ITEM #3 CHILDREN & YOUTH SERVICES REPORT

Martrice Chandler, Teen Advisory Council, pointed out that youth were often forgotten and that the library provided the resources to inspire confidence and help youth success. Ms. Chandler called attention to the Library's outreach to young people but noted that improvements were still needed citing more specialized youth collections and above all more dedicated teen computer access at the Main Library and in branches, citing in particular the need for more computers at the Sunset Branch. She also suggested that the "KidPower" program be opened to younger students. Erica, a teen from Treasure Island, echoed the call for more dedicated computer access for teens citing the demands of homework and the importance it played in getting good grades. Erica also recommended allowing teens more time when using the teen dedicated computers. Betsy Levine, SFPL Teen Librarian, urged the Commissioners to look beyond just buildings and create popular collections that would bring youth into the library for love of learning. Ms. Levine noted that youth must not be ignored and that she was excited about efforts to provide more resources for youth.

## Commission discussion of AGENDA ITEM #3 CHILDREN & YOUTH SERVICES REPORT

Commissioner Chin applauded the teens voicing their needs to the Commission, noting that the teen users wanted more media and computers instead of just books and unlike some older patrons were not afraid of technology. Commissioner Chin voiced support for the youth's requests for greater access to more technological resources and digital media. Vice President Steiman pointed out that online access to information was critical to students being able to keep up with the heavy homework demands required of students today, noting that in this context books could be limited and inefficient in providing a broad range of information needed. Other Teen Advisory Council members spoke about the interest of teen users in access to online music as well as a great interest in animation. In response to a question by Vice President Steiman it was emphasized that dedicated Teen spaces were very important as a quiet place to study and important in fostering an interest in learning. Vice President Steiman expressed regret that as the Commission was about to lose its quorum this interesting discuss would have to come to an end. Commission Chin expressed regret that she had to leave and expressed happiness at the good turnout by teens. Commissioner Bautista noted a need for follow-up discussions on finding ways to make more dedicated computers available to teens as well as address the question of making teen computers off limits to adult users

## AGENDA ITEM #11 ADJOURNMENT

MOTION: by Commissioner Coulter, seconded by Commissioner Bautista that the meeting be adjourned.

ACTION: AYE 4-0 (Chin, Bautista, Coulter, Steiman)

The meeting was adjourned at 6:01PM

Michael Housh, Commission Secretary 5/9/03

# Appendix A

Library Commission meeting of May 1, 2003

The Public Comment Summary Statements included in these Minutes are authorized by San Francisco Administrative Code Section 67.16..

These summary statements are provided by the speaker. Their contents are neither generated by, nor subject to approval or verification of accuracy by, the San Francisco Public Library Commission.

*The number of members of the public who spoke anonymously at this meeting. 1*

# Appendix A

Library Commission meeting of May 1, 2003

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**Public Comment of An Anonymous Citizen**
San Francisco Public Library Commission Meeting, May 1, 2003

Item 9:
Public Comment

**"My sincere thanks for taking this necessary agenda item first.**

**My prepared remarks were predicated on the City Librarian's Report and the presence of Commissioner Streets. Since neither of those conditions apply, I will make only part of my comment.**

**I want to begin by stating that one of my lawsuits against you has survived summary judgment.**

**This falls within the context of the Ha, Ha, We Lied/Gotcha Game, and let me be the first to say, "Gotcha."**

**The point should be that the Library Commission is fully informed and has made a policy decision. Not only has that not happened, but the City Attorney's office does not understand the suit.**

**The politics is such that perhaps the City Attorney's Office is attempting to persuade me that they don't understand the case when in fact they do. The permutations, involutions and complications get too complicated too quickly."**

Minutes of the regular Commission Meeting of May 1, 2003

# Appendix A

Library Commission meeting of May 1, 2003

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*The number of members of the public who spoke anonymously at this meeting. 1*

## Public Comment of An Anonymous Citizen

San Francisco Public Library Commission Meeting, May 1, 2003

Item 2:
Collection Development & Management

**"The public thinks exactly the opposite of what these two ladies think.**

**The public thinks we have libraries so that they can be a comprehensive historical, literary and intellectual resource, and that the primary indication of success is not the statistics.**

**We are not placing a premium on dollars and the effective use of space.**

**This unsigned and undated memo cites low circulation, but that may indicate professionals who recognize valuable materials and may be a sign of quality.**

**The public is looking for a high-quality collection. The analogy to menopause is inflammatory. There the received wisdom has recently changed, and it represents a challenge to the medical community.**

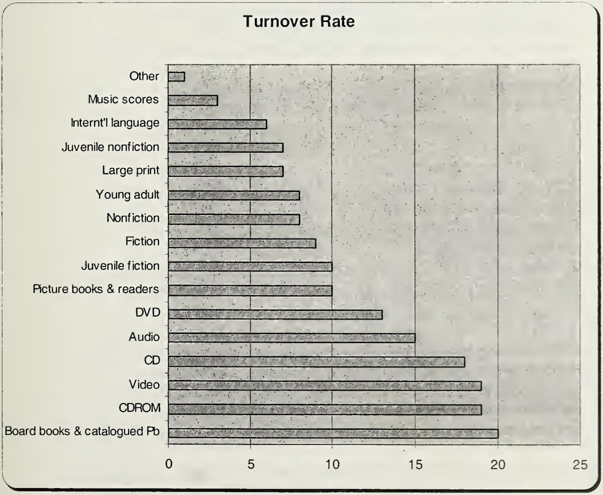
**When we are in the middle of a war with Iraq, the lessons that can be learned from books about World War II, or the Korean War, or even the Franco-Prussian War are profound and those books need to be there."**

## Collection Usage: A Measure of Collection Vitality

> *A low **Circulation per Capita** coupled with a low **Turnover Rate** may indicate a library with a large noncirculating collection, many out of date materials, or a collection not well-matched to its users' interests.*
>
> Output Measures for Public Libraries
> 2d edition, 1987

Collection vitality and relevance is measured by usage. Just as a merchant would be dismayed if his stock didn't sell, a librarian should be concerned if library materials don't move. This concern is even more crucial for branch collections since they, by definition, should be serving the neighborhood within which they are located.

The SFPL branch collections are, in many cases, barely moving at all. When analysis was conducted in 2001, it was found that turnover in SFPL branches ranged from .9 (that is less than once a year) to 6.1. Turnover rates will vary considerably by type of material (poetry may only be 4, board books could be 40!). At the Multnomah County library, for example, branch turnover ranges from 6.8 to 17.4. Turnover will vary by type of material:



Library materials that don't move are costly in a number of ways:

- It costs money to select, order, catalog and process an item
- It costs money to house an item
- It costs money to remove an item that has been unsuccessful
- Something on the shelf can give a false impression that the library has material on a particular subject or has sufficient materials in general
- Counterintuitive as it may seem to some, full shelves discourage finding wanted materials and browsing
- Unattractive and outdated materials produce the impression that nothing of worth is available, even if better items are owned but are circulating
- Spending over $400 a square foot to house materials that don't circulate makes no sense (Portola branch staff report that 80% of their collection is on the shelf; active branch systems report that 40-60% of their collection is out at any given time).

Strategies for improving turnover and circulation per capita include:

- Paying attention to what users and non-users say they want and providing it (Binder Research results, library plan input, and branch planning input tell us that people want more up to date books, more popular books, more copies of popular titles, more DVDs, CDs, and videos, and more books in the languages they want to read)
- Tracking usage and trends and weeding out non-productive titles (something is NOT better than nothing in many cases)
- Segment your service markets and design collections and services for them
- Merchandising materials attractively to entice usage
- Shelving materials so that they can be easily found
- Utilizing the web and other means to let people know what the library has
- Tying programming and outreach in with library materials (book clubs and discussion groups, materials linked to community events and activities, etc.)
- Centralizing selection while providing a means for branch staff to provide localized input
- Utilizing vendor services such as drop shipping and preprocessing and cataloging to speed the delivery of materials to the end user

Swift turn-around is possible. A little over two years ago the Las Vegas-Clark County Library District was dismayed to learn that its circulation, turnover rate, and community relevance was abysmal, despite a healthy materials budget, large, well-placed buildings, and a dedicated staff. In just two years, circulation is up 65% and turnover has soared. The branches serving the most disadvantaged have seen circulation increases of up to 48% in one year's time!

As Dr. Mel Pohl, Chair of the Board of Trustees wrote in the library's annual report, "we listened…and now provide more titles faster than ever…offer more books, videos, DVDs and CDs in Spanish and Asian languages as well as a

wider selection of African American titles…[provide customer services online]…offer many activities and programs celebrating the four nationally recognized cultural heritage months…"

It's not just a matter of funds or demographics:

- Both San Francisco and San Jose allot less than 12% of their operating budgets to materials, placing them both in the bottom quartile for libraries their size
- San Jose's materials budget is 60% of San Francisco's. They maintain 17 branches to SFPL's 26
- San Jose's circulation per capita is 10.2 compared to San Francisco's 7
- Multnomah County's circulation per capita is 21, Queens (large, diverse, dense population is 7.5 and Brooklyn's is 4.6 (neighboring system of about the same size and complexion)
- How do other indicators look:

| Library | Visits Per Capita | Reference Per Capita | Turnover | Quartile |
|---|---|---|---|---|
| San Francisco | 7.2 | 1.4 | 2.9 | Lower |
| San Jose | 5.5 | 0.4 | 4.98 | Upper |
| Multnomah | 6.9 | 1.6 | 7.34 | Highest |
| Queens | 7.4 | 1.5 | 4.6 | High |
| Brooklyn | 3.6 | 2.8 | 1.58 | Lower |

CITY OF
SAN JOSE
CAPITAL OF SILICON VALLEY

# *Fact Sheet*

## SAN JOSE PUBLIC LIBRARY

San José Public Library is the largest public library between San Francisco and Los Angeles. A multi-ethnic and culturally diverse community is served by the Dr. Martin Luther King, Jr. Main Library, 17 branches and a bookmobile. Daily, 24-hour access to selected services is facilitated by eBranch, the library's ADA compliant website: www.sjpl.lib.ca.us. All library facilities have a trained and dedicated staff, in addition to state-of-the-art computer catalogs. Residents may obtain quick facts or search tips from home or office by phone, email or live chat reference.

### MISSION

San José Public Library enriches lives by fostering lifelong learning and by ensuring that every member of the community has access to a vast array of ideas and information.

### SIGNIFICANT STATISTICS (FY 2001/02)

**Population served:** 917,971
**Facilities:** 18
**Staff :** 360 FTE

**Inventory:** 2,108,284 items
**Languages in collections:** 50+
**Items Loaned:** 11,635, 848

**Circulation per capita:** 12.7
**Reference questions answered:** 500,345
**Operating Budget:** $24.5 million

### QUICK FACTS

**Literacy**

*Partners in Reading* provides instruction in basic reading and writing skills for adult learners. In the past year, family literacy component and the technology initiatives were expanded.

*Books for Little Hands* offers a comprehensive early literacy program for pre-school children. Included are classroom book bags, curriculum theme kits, early literacy education, and a take home book bag component, *My Books and I.*

*Summer Reading Celebration* promotes reading as an enriching and affordable leisure-time activity for youth and their families. Special programs encourage use of the library as a community resource.

**eBranch**

Facilitates 24-hour access to information through: links to a wide variety of websites organized by subject; remote access to extensive information databases covering business, health, literature, test preparation and more; access to the online catalog permitting remote searching, self-placement of requests, self-renewal and telephone renewal; access to email and live chat reference help as well as online book clubs and e-books.

**Internet Instruction**

Introductory, specialized and bilingual classes designed to meet the needs of all age levels. Computer labs are located at the Dr. King Main Library, Biblioteca Latinoamericana, and Hillview Branch.

**Bookmobile/DOS**

For those customers who cannot visit our libraries in person, our bookmobile and our Disability Outreach Service (DOS) can arrange for delivery of library materials and services to childcare centers, schools, senior residential complexes, and other neighborhood locations throughout San José.

**Partnerships**

San Jose L.E.A.R.N.S., The Tech Museum Pass Program, the Young Audiences of the Bay Area ArtsCard Program, Discovery Story Time at the Children's Discovery Museum and the new Dr. Martin Luther King, Jr. Library, a collaboration of the City of San José and San José State University.

### COMPARATIVE LIBRARY EXPENDITURES/PER CAPITA*

| | |
|---|---|
| ➢ San Jose | $28 |
| ➢ San Francisco | $55 |
| ➢ Oakland | $35 |
| ➢ San Diego | $25 |
| ➢ Santa Clara County | $52 |

**City Librarian:** Jane Light
**Phone:** (408) 277-4822
**eBranch:** www.sjpl.lib.ca.us

With the exception of per capita expenditures, statistics reflect FY2001/02.

* Source: California State Library/California Library Statistics 2001. Comparative expenditures [illegible] 2000-2001

## SUMMER 2003 UPDATE

### Overview of SFPL program

Theme: Team Up With Books
Dates: June 7-August 9 (9 weeks)
Components:

- Summer Reading Club – children receive prizes for reading set numbers of hours
    - Birth through 13
    - No set times to participate except that they must register and begin within the nine weeks

- Kid Power – young people 11-16 volunteer to help with the summer reading program and other tasks within the library
    - Kid Power volunteers sign up to volunteer for a number of hours throughout the summer
    - Children's librarian trains KP volunteers in duties and assignments and explains their obligations
    - KP volunteers work through the agreed-upon time period and receive a t-shirt and prize for completing their service

- Weekly activity – each branch also serves as an activity destination over the summer. In addition to story times and film events, each location will offer one special activity per week aimed at the family audience. These will include such programs as the balloon story lady, magicians, story tellers, player visits from the Giants and Cyber Rays, award winning singer Gunnar Madsen, science programs with lizards, insects and bats and ongoing collaboration with Young Audiences of the Bay Area with two of their featured performances.
- Free For Kids – a listing of free activities throughout the city, along with transportation information
- Sports Book For Reading Fun – a listing of exciting fiction and nonfiction covering a wide variety of sports at varied reading levels

### SFUSD Summer School situation

Very limited summer school provided:

- Middle and high school special education students
- Middle and high school students scoring below/around 40% on the required tests (includes fifth graders entering 6th grade)
- No elementary students

Regrettable for SFUSD students, but it is unclear on how this will affect the library for a variety of reasons:

- DCYF is working with community CBOs to find funding to increase their ability to absorb more children into their programs.
- While we may see an increase in individual children, we will see a decrease in class visits to the library during summer. Summer schools have often used our libraries as the school library is not necessarily available to them
- The Library is open all the 11-12 weeks of summer and runs an active 9 week program in that period. Summer school varies between 4-5 weeks and is usually morning only.

What the Library is doing:

- Trying to increase availability of board games and other activities for children
- Looking the possibility of increasing film programs
- Creating craft activities which children can do on their own within the library
- Encouraging library staff to attend community meetings being sponsored by DCYF to see how we can support the CBOs working with children throughout the city
- Encouraging principals and teachers to have students participate in the Library's Summer Reading program to at least keep up reading skills

The situation is fluid and actual effects unknown. The Library has had its Summer Program set for the past two to three months. While we cannot serve as a substitute for summer school we will continue to provide a variety of cultural, entertaining and literary based event and activities.

# TEEN SERVICES UPDATE

**Teen population**

37,574 youth 13 through 18 years of age according to the 2000 census
Census projection of 56,193 by 2010 (California State Dept. of Finance/ Demographic Research Unit)

**What existed at SFPL for teens 10 years ago:**

- General reference service
- **No** targeted collections
- **No** space/area reflecting their particular needs or interests
- **No** staff dedicated to building services or resources to meet their particular needs
- **No** programs or activities reflecting their interests and concerns

Making the San Francisco Public Library relevant to teens depends upon the following:

1. Staff
2. Collections
3. Programs
4. Space

## Staff

- Staffing

Current: 1 Teen Services Specialist
1 Main Library Teen Librarian
1 Youth Guidance Center Librarian
2 Branch Teen librarians (Bayview, Sunset, ) with two additional positions at Excelsior and Chinatown which are vacant.
Planned addition: .5 for Richmond
Richmond area
Mission
.5 to Main

This long term goal would provide 6.5 librarians serving the branch system, 1.5 at Main, and 1 at the Youth Guidance Center as well as the Teen Specialist for the system. Current and tentatively planned "home" sites for the branch teen librarians would be subject to change as we note the effects of site renovations on use patterns at particular branches. However, the broad geographic assignment would remain the same.

## Collections

As noted earlier, there were no collections for teens just a few years ago, and no budget set aside for purchase of materials for those collections. Currently, all branches have Teen Collections that vary in size depending upon space and teen demand.

Since the passage of Prop E, money has been set aside specifically for the purchase of materials for teens. Collection emphasis is on:

- College and careers
- Physical and emotional growth issues
- Teen culture and entertainment
- Reading for pleasure
- Reflecting the cultural make up of youth and the fact that they often speak English as a second language

Research and report interests are met through adult collections.

This emphasis has had a major effect on circulation of teen materials:

| | |
|---|---|
| 1997-98 | 138,441 |
| 2001-2002 | 351,554 |

25,464 Teen library card registrations

**Programs**

Programming is a major focus in the development of effective services for teens:

- A social age
- An interactive generation
- Many interests are so current that information in print is not readily available
- Area teens are in need of positive places and activities

In 2001-2002, SFPL provided 947 programs and class visits for 13,623 youth. Programs included:

- Class instruction in use of library materials and resources for homework
- College/career assistance - Working with Friends and Foundation and the College Access Center to provide
  - SAT programs
  - College application assistance
  - College choice exploration
  - Financial aid assistance
  - Job interview training
- Summer Reading
  - 535 enrolled last summer
- General programming
  - Word for Word performing short stories by Sandra Cisneros
  - WritersCorps poetry workshops
  - Book groups at John O'Connell and Lincoln High
  - DJ workshops and breakdance series
  - Cartooning
  - Author visits
- Teen Advisory Council
- Teens as resources/trainers
  - Teens are evaluating the service they receive at various locations

  - GLBT youth appeared in a panel discussion in front of staff on how to best serve them

**Space**

No location currently has a visual focus that tells teens "you are welcome here". Instead, if a teen walks in, he sees an area for children and an area for adults. In effect, there is nothing that validates their existence and their importance. The implication is that adults and young children are important enough for the library to create a space for them, but that youth are not. They are an invisible population.

The renovation of our branch system provides us with an unparalleled opportunity to create a space within each library that lets teens know the minute they walk in the door that we:

- Welcome them
- Value them
- Have materials and resources that interest them and respond to their needs
- Are a place relevant to them
- We are a destination for them

Placing a few materials in a corner or at the end of some shelves as we do now, and labeling that a Teen Collection does not accomplish the objective of creating a teen-welcome space. Such an approach insists that youth remain an invisible population. As we move forward with branch renovations, Teen Space should be considered of major importance in reaching out to the community. It should be considered on a par with the affinity centers created within the Main. Such spaces area a way to validate young people, their importance to us and their value to the communities across the city. At a time when many resources are being withdrawn from our youth, we have a unique chance to step up and commit to them and to their future.

The San Francisco Public Library has come a long way in the past few years in the provision of services to teens. We have a long way to go. If we continue with the approach outlined here, we should eventually achieve effective, responsive, youth driven services and resources that will enable the Library to help our city's youth to explore their life options and create the lives that they want for themselves.

**Memorandum**

*San Francisco Public Library*
100 Larkin Street, San Francisco, CA 94102

To: Library Commission
From: Susan Hildreth, City Librarian
Re: Recommendation to Mayor and Board of Supervisors to approve purchase of 380 Bacon St (a portion of the Martin Luther King, Jr., Middle School site) for Portola Branch Library
Date May 31, 2003

I am very pleased to bring this recommendation to the Library Commission for the purchase of 380 Bacon St. as the site for the Portola Branch Library. I would like to recap the history of this site acquisition process for your information.

| | |
|---|---|
| • August 7, 2001 | Library Commission authorized Real Estate to investigate 4 possible sites for the Portola Branch, including this site |
| • May 16, 2002 | Library Commission authorized Real Estate to enter into negotiations for the Bacon St. site, with the Boys and Girls Club on San Bruno Ave. as a back-up site |
| • November 12, 2002 | San Francisco Unified School District Board agreed to sell the property to the City and authorized the Superintendent to complete the transaction |
| • January 16, 2003 | Library Commission approved a resolution urging the Board of Supervisors to approve a joint-use cooperative agreement with the City and the San Francisco Unified School District |

Staff is recommending that the Commission approve the attached resolution urging the Board of Supervisors to approve the purchase of 380 Bacon St. as the site of the Portola Branch Library. This site is an excellent location and is supported by the community.

The site purchase price of $1,287,000 is within the project budget. The Portola Branch was one of the projects that was included in the architectural competition held earlier this year. The firm selected from the competition to design the Portola Branch Library is the joint venture of Stoner Meek/Noll & Tam; and the contract is currently being negotiated. Please see the attached project budget chart and information sheet.

Also attached is a term sheet that outlines the key points of the purchase and sale agreement. The complete document is available for review in the Office of the Commission Secretary.

Staff is preparing an application for Proposition 14 funds for this highly competitive project to be submitted to the California State Library in January 2004.
Attachments

# SAN FRANCISCO LIBRARY COMMISSION

## RESOLUTION NO. 4-03

RESOLUTION ENDORSING ACQUISITION OF REAL PROPERTY LOCATED AT 380 BACON STREET FOR THE PORTOLA BRANCH LIBRARY AND URGING BOARD OF SUPERVISORS AND MAYOR TO APPROVE PURCHASE AND SALE DOCUMENTS

WHEREAS, On November 7, 2000, the voters of the City and County of San Francisco passed Proposition A, "Branch Library Facilities Improvement Bonds, 2000" for general obligation bonds in the amount of $105,865,000 for the acquisition, renovation and construction of branch libraries and other library facilities; and

WHEREAS, One priority of the Branch Library Facilities Improvement Bonds is to relocate the four branch libraries located in rented facilities into facilities owned by the City; and

WHEREAS, The Portola Branch Library presently is housed in a facility rented by the City at 2450-60 San Bruno Avenue that is inadequate to meet the long term needs of the neighborhood it is intended to serve; and

WHEREAS, At meetings of the San Francisco Public Library Commission ("Library Commission") held August 7, 2001 and May 16, 2002, the Library Commission authorized the City Librarian and the Department of Administrative Services, Real Estate Division, to investigate, with the intent to purchase as a library site, property owned by the San Francisco Unified School District adjacent to the Martin Luther King Middle School (the “Property”), which is an approximately 8,800 square foot (110’ X 80’) parcel of land, with an anticipated street address of 380 Bacon Street; and

WHEREAS, The Department of Administrative Services, Real Estate Division, on behalf of the Library Commission and the City, has negotiated the

form of an agreement to purchase the Property (the "Purchase Agreement") for One Million Two Hundred Eighty Seven Thousand Dollars ($1,287,000), subject to the conditions described in the Purchase Agreement, and a subordinated purchase option in favor of the seller (the "Subordinated Purchase Option")(Purchase Agreement and Subordinated Purchase Option together referred to as the "Purchase Documents"), copies of which are on file with the Library Commission; and

WHEREAS, The Purchase Documents are subject to the prior approval of the Board of Supervisors and Mayor, and all planning and environmental review pursuant to the San Francisco General Plan, Section 101.1 of the Planning Code, and the California Environmental Quality Act (CEQA) required for the City to purchase the Property shall be completed prior to submission of the Purchase Documents to the Board of Supervisors and Mayor for approval; now, therefore, be it

RESOLVED, That the Library Commission endorses the purchase of the Property on the terms and conditions set forth in the Purchase Documents and, subject to completion of all required environmental review and governmental approvals pursuant to the San Francisco General Plan, Section 101.1 of the Planning Code, and the California Environmental Quality Act (CEQA), urges the City's Board of Supervisors and Mayor to approve the Purchase Documents; and be it

FURTHER RESOLVED, That the Library Commission authorizes the City Librarian and the Director of Property to enter into any additions, amendments or other modifications to the Purchase Documents that they determine are in the best interests of the City, do not materially decrease the benefits to the City, and do not materially increase the obligations or liabilities of the City, such

determination to be conclusively evidenced by the execution and delivery of any such additions, amendments, or other modifications; and be it

FURTHER RESOLVED, That, should the Board of Supervisors and Mayor approve the Purchase Documents, the Library Commission authorizes the City Librarian and the Director of Property to take all steps necessary to execute, deliver and perform all of the City's obligations under the Purchase Documents in accordance with their terms, and to acquire the Property; and be it

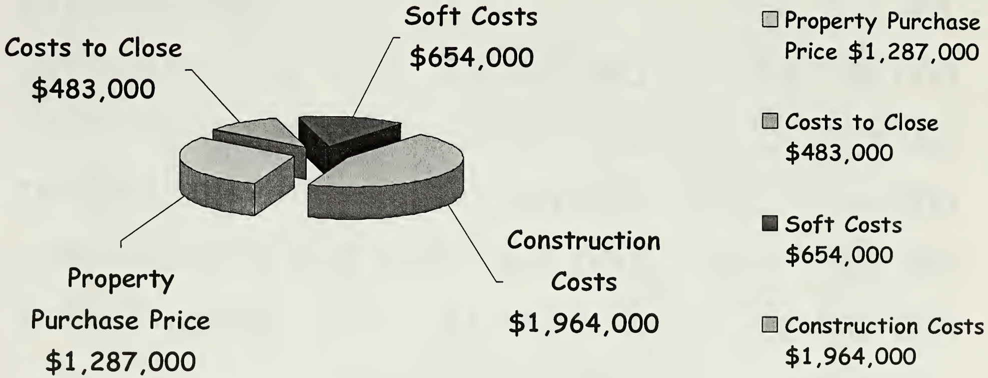
FURTHER RESOLVED, That, should the Board of Supervisors and Mayor approve the Purchase Documents, the Library Commission authorizes the City Librarian and the Director of Property to take all steps that are necessary or advisable to complete the transaction contemplated in the Purchase Documents, to effectuate the purpose and intent of this Resolution, and that do not materially increase the obligations or liabilities of the City; and be it

FURTHER RESOLVED, That all actions previously taken by any City and County of San Francisco official in connection with the Purchase Documents are hereby ratified, approved and confirmed by the Library Commission.

Approved on June 5, 2003

______________________________
Commission Secretary

# Portola Purchase



Purchase price is per Letter of Intent.

Construction Costs budgeted are for new construction. Furniture & moveable equipment is not included.

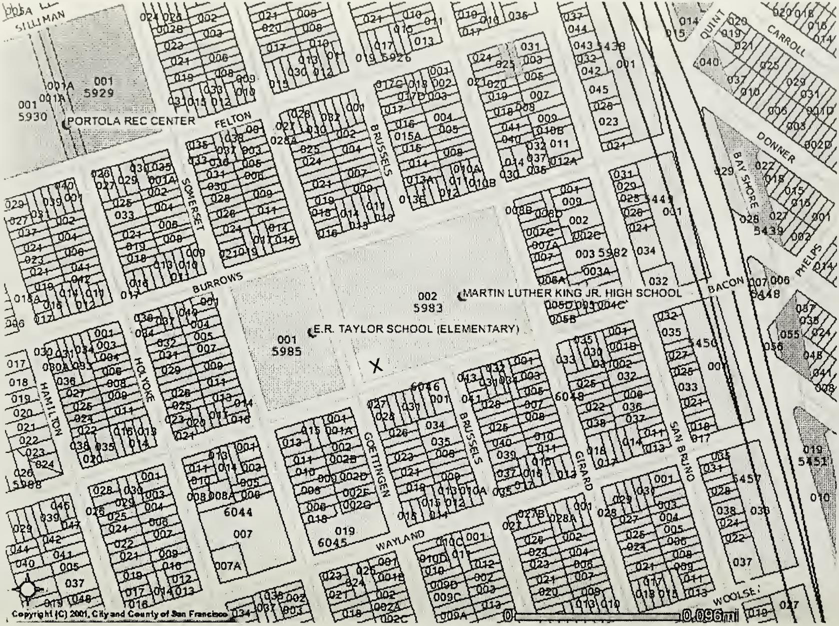
Soft costs include all professional services & permit fees associated with the new construction project.

Closing costs include City Attorney, Title Insurance, Escrow costs, Alta survey, environmental study, appraisal, CEQA and General Plan Referral. Closing costs also include site preparation, demolition and utility connection fees.

Moving costs, Public Art & Real Estate Department are provided for elsewhere.

# Portola Purchase

| | Original Budget | Proposed |
|---|---|---|
| Property Costs | $1,125,000 | $1,287,000 |
| Closing Costs & Site Prep | 645,000 | 483,000 |
| Design Costs | 654,000 | 654,000 |
| Construction Costs | 1,964,000 | 1,964,000 |
| PROJECT COST | $4,388,000 | $4,388,000 |
| DIFFERENCE | | $0 |
| | | |
| PROPERTY SIZE | 7,500 SF | 8,800 SF |


SILLIMAN
001 5929
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PORTOLA REC CENTER
FELTON
SOMERSET
BRUSSELS
BURROWS
HAMILTON
HOLYOKE
GOETTINGEN
GIRARD
SAN BRUNO
WAYLAND
WOOLSEY
BACON
BAY SHORE
DONNER
CARROLL
QUINT
PHELPS
5926
5438
5441
5439
5448
5982
002 5983
MARTIN LUTHER KING JR. HIGH SCHOOL
001 5985
E.R. TAYLOR SCHOOL (ELEMENTARY)
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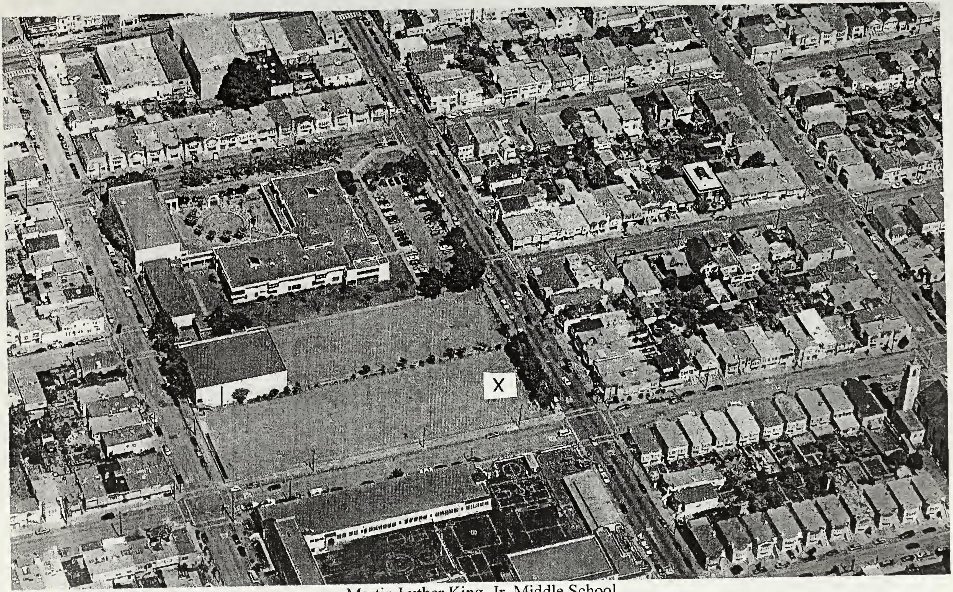


Martin Luther King, Jr. Middle School
Looking East

# Portola Branch Library

## Summary of Terms
## 380 Bacon Street
(a portion of the Martin Luther King, Jr. Middle School)

1. Seller: San Francisco Unified School District.

2. Property: Approximately 8,800 square feet of land, located at 380 Bacon Street (NE corner of Bacon and Goettingen Streets). The subject site is approximately 110 ft (along Bacon Street) and approx 80 ft (along Goettingen Street) at the Southwest corner of Block 5983, Lot 2. 380 Bacon St. is currently an under utilized portion of the Martin Luther King, Jr. Middle School, and the Property will be subdivided from the larger parcel.

3. Purchase Price: One Million Two Hundred Eighty-Seven Thousand Dollars ($1,287,000). The purchase price equates to approximately $146 psf and was established by third party appraisal.

4. Due Diligence Period. The City has sixty (60) days following the date of Board of Supervisor approval to investigate all matters pertaining to the property, and to perform all standard real estate due diligence. The City has the ability to not close the transaction if it discovers a problem with the property during this due diligence period.

5. "As Is" Purchase. After City's acceptance of investigations during the Due Diligence Period, City agrees to purchase the property "AS IS" with all faults. City will waive the right to seek any recovery from Seller.

6. Title : City will be subdividing the Property from a larger SFUSD parcel. Seller will quitclaim any of its right and title to the land at the close of escrow. The City's obligation to purchase is conditional upon receipt of title insurance from Chicago Title company in a form approved by the City and District's obligation to sell is conditioned upon a Subordinated Option in favor of Seller (described in Section 8, below)..

7. Closing. The Closing will occur on the date that is 20 business days after the expiration of the Due Diligence period (approximately ninety (90) days after the effective date of a resolution of the Board of Supervisors approving the purchase agreement), or on such earlier date as the City and Seller may mutually agree.

8. Repurchase Option. The City agrees to grant the District a Subordinated Option to repurchase the Property at the then Fair Market Value. Such option is fully subject to the State of California's review and approval (or modification). Such Subordinated Option may be exercised by the District in the event City either (i) takes action to sell the Property or (ii) ceases to use the Property for a library and related purposes for 3 years and fails to cure (or commence to cure) within the 1-year notice period. The period for cure is to be extended by events of force majeure (damage and other events out of City's control). The option lasts for 90 years provided there is a school on the remainder of the site. The option shall be subordinate to all financing instruments, now or in the future, and subject to operating leases.

9. Closing Costs. The City shall pay the premium for its title insurance, and one-half of the escrow and recording fees. The City shall also receive a credit at Close in the amount of $2,600 (½ of the appraisal fee used to establish the Purchase Price). The Seller pays one-half of the escrow and recording fees. Other costs and charges, if any, are allocated in accordance with the closing customs for San Francisco County, as determined by the Title Company.

10. Indemnity. City makes a number of representations and warranties as to its obligation to investigate the condition of the property. The City also indemnifies the District against any losses resulting from any entry onto the Property.

SAN FRANCISCO UNIFIED SCHOOL DISTRICT
San Francisco, California

## SUBJECT:

The Sale of a Portion of the Southeast Corner of the Dr. Martin Luther King, Jr. Academic Middle School's Playground to the City and County of San Francisco for the Construction of a City Library.

## REQUESTED ACTION:

That the Board of Education authorizes the Superintendent of Schools or her designee, the Director of Real Estate, to negotiate and enter into an *Agreement of Sale* to the City and County of San Francisco, for a parcel of land, to be subdivided, which is located in the southeast corner of the playground of the Dr. Martin Luther King, Jr., Academic Middle School. The parcel would be used for the construction of a City owned public library. The sale price of the parcel to be $1,287,000 as determined by an independent "fair market" appraisal dated September 2002.

## BACKGROUND:

The City and County of San Francisco have proposed a plan to purchase from the District a portion of the playground at Martin Luther King Middle School, for the construction of a public library. The Library would provide a great benefit to the District through the provision of programs and resources for schoolchildren and teachers of Martin Luther King Middle School and E.R. Taylor Elementary School and the surrounding community.

Library staff and staff from both Martin Luther King and E.R. Taylor Elementary school's have developed a joint use cooperative agreement that is required by the State Library. This agreement focuses on the implementation of a family literacy center and a homework center at the branch library and must be approved by the Library and the School District Board. Although there is in-kind support required in this agreement, there is no direct fiscal impact for the District.

The City's Department of Real Estate will survey the parcel and prepare the necessary information for subdivision. Upon completion of the sale, the Library and the District will develop a project team to determine how impacts of project development and construction can be mitigated at the school site. The City Attorney would draft the purchase and sale agreement for the transaction.

Although the District has expressed an interest in retaining a reversionary interest in the property, such an interest will impact the eligibility of the project for State funding. In order to receive State funding, the City must show marketable record title of the proposed site and the commitment to operate the facility as a public library for a minimum of forty years.

The project has been discussed three times before the full board and/or its Building & Grounds subcommittee; twice in a meeting of the Joint Board of Supervisors/Board of Education; and, at several community meetings, where it received support. The Principals of Martin Luther King Middle School and E.R. Taylor Elementary School have expressed strong support for this project.

Submitted by:

Philip M. Smith
Director of Real Estate

Approved by:

Tony Irons
Chief Operating Officer

# SAN FRANCISCO LIBRARY COMMISSION

## RESOLUTION NO. 1/03

RESOLUTION FOR JOINT USE COOPERATIVE AGREEMENT BETWEEN THE SAN FRANCISCO PUBLIC LIBRARY (PORTOLA BRANCH LIBRARY) AND THE SAN FRANCISCO UNIFIED SCHOOL DISTRICT (MARTIN LUTHER KING, JR., ACADEMIC MIDDLE SCHOOL AND E.R. TAYLOR ELEMENTARY SCHOOL)

WHEREAS, on March 7, 2000, the voters of California passed Proposition 14, "California Reading and Literacy Improvement and Public Library Construction and Renovation Bond Act of 2000" approving general obligation bonds in the amount of $350,000,000 for the construction and renovation of local library facilities; and

WHEREAS, Proposition 14 requires that the state give first priority in funding for new library facilities to libraries that enter into specified types of joint use cooperative agreements with school districts; and

WHEREAS, on November 7, 2000, the voters of the City and County of San Francisco passed Proposition A, "Branch Library Facilities Improvement Bonds, 2000" approving general obligation bonds in the amount of $105,865,000 to fund the Branch Library Renovation Project which will replace or renovate 19 branch libraries, construct four new branches to replace those in leased facilities and a new library facility in Mission Bay, and acquire a new facility for library technical services; and

WHEREAS, the Capital Improvements Advisory Committee reduced Proposition A by $10,000, 000 in anticipation that the Library would receive Proposition 14 grants in at least that amount; and

WHEREAS, one Branch Library Improvement Program project is a new Portola Branch Library to be built on property adjacent to the Martin Luther King, Jr. Academic Middle School; and

WHEREAS, the San Francisco Public Library and the San Francisco Unified School District desire to enter into a joint use cooperative agreement satisfying the criteria for first priority funding from Proposition 14 for the new Portola Branch Library to provide needed services to the communities served by the E.R. Taylor Elementary School and the Martin Luther King, Jr. Academic Middle School as more particularly described in the Joint Use Cooperative Agreement by and between San Francisco Public Library and the San Francisco Unified School District dated ______, ("Agreement") on file with the Library Commission;

WHEREAS, the Agreement will improve the Library's competitive advantage in obtaining Proposition 14 funding while enhancing the Library's ability to meet the documented needs of the community to be served by the new Portola Branch Library; and

WHEREAS, the Library's obligations under the Agreement are conditioned upon the Library receiving Proposition 14 funding; and

WHEREAS, San Francisco Charter Section 9.118. requires the Board of Supervisors to approve the Agreement; now, therefore, be it

RESOLVED, that the Library Commission endorses and approves the Agreement; and urges the Board of Supervisors to approve the Agreement.

**As approved January 16, 2003.**

**Commission Secretary**

*San Francisco Public Library*
100 Larkin Street, San Francisco, CA 94102

**Memorandum**

To: Library Commission
From: Susan Hildreth, City Librarian
Re: Portola Branch Library Site Selection
Date: May 16, 2002

Staff is recommending that the Commission approve the Martin Luther King School site and the Boys and Girls Club site as preferred sites for the new Portola Branch Library. Staff also recommends that the Commission direct the City's Real Estate Division to enter into purchase negotiations with the San Francisco Unified School District for the Martin Luther King School site and, if those negotiations are not successful by July 1, 2002, proceed with purchase negotiations for the Boy and Girls Club site.

I wanted to recap the history of the Portola Branch site selection process for your information. The new Portola Branch Library is planned as a 6,000 square foot building, which would require a site of at least 8,000 square feet, ideally. Given those parameters, Charlie Dunn, City Real Estate, surveyed the neighborhood for potential sites. The Library held a community meeting on April 5, 2001, in which seven sites were presented for consideration. Although there was not one site that stood out as ideal, the field was narrowed to three sites for consideration, including the current leased location. On August 7, 2001, four sites were presented to the Library Commission for serious consideration, and the Commission authorized Real Estate to pursue information on these four options. The results of that investigation is as follows:

**2450 San Bruno Ave. – Current leased location**
Owner may be willing to sell, but relocation costs for current businesses, other than branch library, would be high; and location, although visible, is at a very dangerous corner with heavy traffic.

**2574 San Bruno Ave. – Boys and Girls Club**
Initially proposed as a partnership with the Library and Boys and Girls Club, owner is now willing to sell building and property for sole use of Library.

**2660-2670 San Bruno Ave. – Round Table Pizza**
Although this site as not been seriously researched, there would be sizeable relocation benefits for current use.

**350 Goettingen – Martin Luther King Middle School site (corner of Bacon and Goettingen)**
This site was suggested to the Library by James Taylor, principal of MLK Middle School, after April 2001 public meeting. Library and Real Estate staff have focused on this site as the best possibility and has invested much time in reviewing this potential sale with San Francisco Unified School District.

A site selection update was presented by myself and Marilyn Thompson at a District 10 community meeting held by Supervisor Maxwell on February 23rd at the MLK Middle School auditorium. An additional public meeting was held on March 6, 2002, at the branch to update the community on the site selection process. There was strong preference for the MLK school site. Also some preferred that the Library remain at the current site and some felt the Boys and Girls Club as a stand-alone library project would be viable.

The site acquisition budget for Portola is $1,770,000. Independent appraisals must be completed for any property that the City purchases. Although Real Estate is in the process of contracting for appraisals, it appears that, based on informal assessment, either recommended property could be obtained within the budgeted cost.

Staff is recommending your serious consideration of two of the sights described above. We believe that the MLK site is the best option and the Boys and Girls Club is also a very good alternative. Here is a summary of key points regarding the sites:

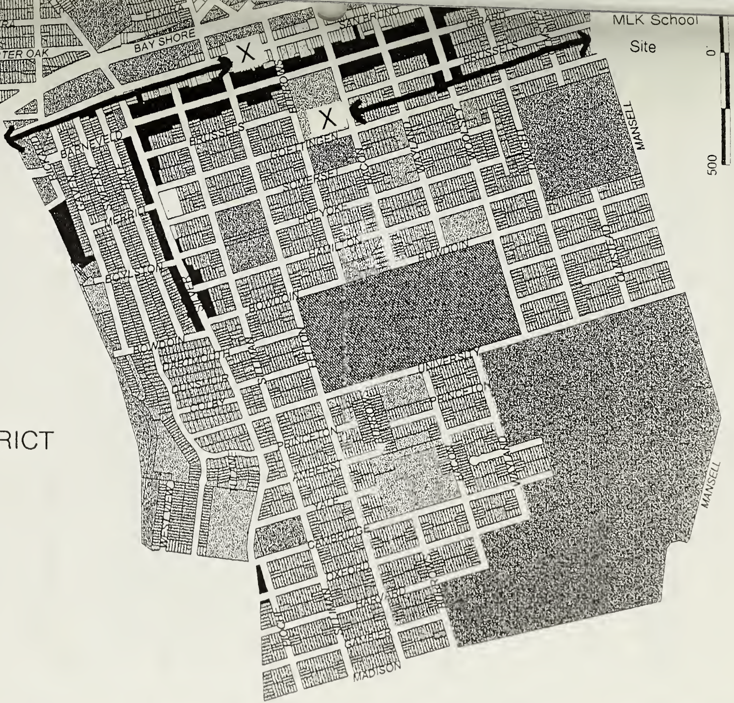
**Martin Luther King Middle School – corner of Bacon and Goettingen**

- Potential cooperative service agreements with neighboring schools would make this project a first priority for Prop 14 funding. We would anticipate a Cycle 2 application (due March 2003) so that purchase and sale agreement must be negotiated immediately.
- Provides for great opportunity for cooperation of branch with three neighboring schools – MLK Middle School, ER Taylor Elementary School and St. Elizabeth's. Branch library would not be a school library, but would complement the activities of the schools.
- Structured as a fair-market sale – City would purchase approximately 8,000 square feet from SFUSD and use for branch library
- Proposal has been discussed positively at the Buildings and Grounds Committee of SFUSD on April 3rd and has been discussed several times before the SFUSD – SF Board of Supervisors joint committee.
- Corner location provides distinct and separate image and space for public library. Adjacent school grounds will be improved.
- Although Library is not required to provide parking, there will be some street parking available at this location.

**Boys and Girls Club – 2574 San Bruno Ave.**

- Location on San Bruno Ave., which is the main commercial street of the Portola district. Highly visible location for branch library.
- Stand-alone project is easier to construct and operate than the initially proposed partnership with Boys and Girls Club.
- No issues regarding possible discomfort of adults visiting public library near school campus.
- Site is 8,120 square feet, which is adequate for current plans but would require additional floors to provide for any significant expansion.
- Very limited street parking on San Bruno.

# PORTOLA DISTRICT


Boys & Girls Club
MLK School Site
0
500
WATERVILLE
ELMIRA
CHARTER OAK
BAY SHORE
SAN BRUNO
GIRARD
BRUSSELS
GOETTINGEN
SOMERSET
HOLYOKE
BARNEVELD
MERRILL
BOYLSTON
SILVER
BOWDOIN
HAMILTON
YORK
WAYLAND
WOOLSEY
DWIGHT
OLMSTEAD
MANSELL
UNIVERSITY
PRINCETON
AMHERST
YALE
CAMBRIDGE
OXFORD
HARVARD
GAMBIER
MADISON
DUNSMUIR
COLBY

**San Francisco Public Library**
**Strategic Planning**

**Community Planning Committee**
**April 23, 2003**

**Present:** Luis Calderon, Alan D'Souza, Elizabeth Juarez, John Kenny, Doug King, Judith Lujan, Marcia Popper, Hon. Carol Steiman, Joan Walton, Blaine Waterman, Jensa Woo, Monique Zmuda

**SFPL Observers:** Susan Hildreth, Paul Underwood, Toni Bernardi, Marcia Schneider, Roberto Estevez, Mary Hudson

**Facilitator:** Gail McPartland

## Update on the Planning Process

Since the last Community Planning Committee meeting on Feb. 19, much work has been done on the plan. Highlights include:

- Feb 26 – First meeting of the Staff Focus Group to review and perform a SWOT (Strengths, Weaknesses, Opportunities, Threats) on the preliminary service responses chosen at the Feb. 19 meeting.
- Mar 4 – Update on planning activities provided to the Library Commission
- Mar 26 – Second meeting of the Staff Focus Group to complete work on the SWOT analysis of the preliminary service responses

Members also reviewed two strategic planning products to demonstrate how the strategic plan might be used. First, a brochure titled "San Francisco Public Library System, A Community Vision, Five-Year Plan" a brochure from a previous planning exercise that is used to promote the library's commitment to the community. Second, a strategic plan for the Richmond Branch drafted by Paul Underwood, Deputy City Librarian, which is required as part of the library's application for state monies for branch renovations and new buildings. The Richmond plan incorporates several elements from the previous *Planning for Results* model, including service needs, goals and objectives. Note the "service needs" are now referred to as "service responses".

## Review Visioning, Needs, Needs the Library Can Address, Preliminary Service Responses

Members reviewed a handout summarizing the outcomes of the Feb. 19 meeting, including a vision of San Francisco for the future, the needs if the vision is to be accomplished, needs the library can address, and the preliminary service responses chosen to assist in reaching the vision.

## Review and Discussion of the Preliminary Service Responses

Members reviewed the 5 chosen preliminary service responses, using tools extracted from the *New Planning for Results* and feedback from the Staff Focus Groups.

Commons – "helps address the need of people to meet and interact with others in their community and to participate in public discourse about community ideas."

In the group discussion, members found this problematic as a service choice since meeting space is for the most part a fixed entity in the libraries. Members felt the goal of community meeting space would compete with space for collections. One member suggested 'clustering' the commons by designating specific branches to serve multiple neighborhoods in the community. This would alleviate the need for commons space in each branch. Members also voiced concerns that "commons" being achieved through technology such as videoconferencing since it seems to address a specific need and clientele at this time and is not a mainstream technology yet. Specific issues raised by members:

- Problematic – branches have fixed footprints
- Community rooms complete with space with the collections
- Chiefly used by seniors and youth after school
- Problems being all things to all people
- Space/footprints of branches might create disparities in services in different communities
- Branches – Can the commons be 'clustered' in service areas so branches with good meeting space can be designated as a commons for multiple areas?
- Quiet study areas are also needed
- Noise barriers are needed
- Collections need room
- Videoconferencing
    - would bring opportunities to the library
    - would bring library to neighborhoods
    - would it be for large groups or small groups?
    - Who would have access?
- Would draw community to library to facilitate use of other services
- Common area for groups
- Programs are different than meeting space
- Staff time is required for programs
- Can we forego other services to have spaces open after hours?
- Flexible space/flexible use

General Information – "helps meet the need for information answers to questions on a broad array of topics related to work, school, and personal life"

Members discussed the ongoing need for trained, professional library staff to assist in answering a broad array of questions for patrons. Concern was expressed over the amount of time librarians spend troubleshooting computers and training people to use technology versus assisting with actual questions. There was an acknowledgement that information is now technology-driven and that technology will continue to play a dominant role in delivering information. Specific issues raised by members:

- Is there staff buy-in? Or is staff resistant to change?
- Lots of change is happening and will continue to happen, e.g. the new online catalog
- Patron resistance to change
- Old [catalog] system falls apart – librarians spend more time troubleshooting, spend more time as technicians
- Technology is increasing and more information is available online only
- Can we have 'roving' techs to alleviate burden on library staff?
- Do we still need reference with the Internet? YES!!!
    - To provide quality control on information
    - To assist people when the Internet fails
    - To help interpret information
    - To find resource that are in books and other materials besides the Internet
- Need librarians, not technicians
- Librarians have advanced searching skills and are able to find information quicker
- Need more librarians with high-level skills, not technicians
- 24hr/email reference is very valuable, e.g. Q and A Café, an online reference service that is available throughout the state
- Kids/Youth – how to reach this group?
    - Prominently display "Ask a question" on the website
    - Electronic resources become more valuable as people become more computer savvy
    - One-on-one interactions as teaching mechanism for evaluating tools
    - Reinforces need for classes
    - Tie website to school websites
    - Can we increase the role in schools?

Government Information – "helps satisfy the need for information about elected officials and governmental agencies that enables people to participate in the democratic process."

Members acknowledged the strong collection of government information already being collected. Concerns were raised about outreach and marketing of the service so the community would be aware of the valuable resource. Specific issues raised by members:

- Library does well in this area
- A resource for government agencies and others

- Staff raised concerns over the issue of partisanship. Could the library remain a neutral entity if it engaged in civic discourse?
- Question regarding staff concerns about Librarians' Index to the Internet indexing San Francisco sites. Can they do a good job? [N.B. Roberto Esteves reports on a contract with Librarians' Index to the Internet in which they will actively index SF sites. The staff concerns raised earlier appear to have been settled.]
- Would be nice to let public know what's available
- Programs where the library posts election results and tax information are highly regarded
- Can we have more publicity in branches?
- Public training – attendees aren't aware of the depth of content on the website
- Consider a docent operation where volunteers promote the service to outside organizations such as schools; don't promote only from the website
- Library a gateway to government information, resources and services; not just documents, e.g. efforts are underway in the City to enable 311 as a telephone exchange for government referral services

Information Literacy – "helps address the need for skills related to finding, evaluating, and using information effectively."

Members acknowledge the growing need for critical thinking skills in people of all ages. There is concern over the library taking an active role in this area since an effective program would require large amounts of staff resources. Members wondered if the library was the better place for solving this issue and considered other venues to address the problem, including local community colleges. Specific issues raised by members:

- Lack of critical thinking skills
- Library has a critical, evolving role.
- Branches do conduct orientations and classroom visits
- Outreach
- Main library has 2 distinct computer labs; labs are not available at the branches
- Information is in a transition period – from print to electronic
- What do you teach?
- Web versus print resources
- Concern over staff reaction
- Is staff unwillingness really fear?
- Duplication of effort? Isn't this being taught at City College?
- What is budget impact
- Can it help local librarians by alleviating need for one-on-one instruction?
- Will there be staff overload?
- Look outside existing budget
    - Will we diminish collections to provide instruction?

  - Can we use volunteers and what would union reaction be?
- How will this make the library more robust?
- Investment in literacy
- Create a traveling training program to circulate among branches
- Create self-paced teaching

Lifelong Learning – "helps address the desire for self-directed personal growth and development opportunities."

Members discussing this topic found a need for in this area. They would like to see a library role in preserving general literature, classic works and authors, and poetry. Beyond preserving literature, they see an active library role in introducing people to classic works. Specific issues raised by members:

- Focus on targeted collections
- What about general literature, authors, poetry, etc.
- Classics – need to have more than one copy in the system and need to provide supporting materials
- Libraries introduce people to works

Addendum from the Staff Focus Group

As a follow-on discussion, members heard a staff suggestion that the Community Planning Committee reconsider a service response under "Current Topics and Titles" as a good fit for current reading and a great place to highlight the book collection. The staff response stressed that reading, books and all library collections and services can be a strong element of some or all the final service responses.

### Selection of the Library Service Responses

The New Planning for Results model recommends focusing the strategic plan on three – no more than four – service responses. Based on the in-depth discussion, members are asked to select three service responses the library should focus on in the final plan. Before final selection, members were asked to review the original list of 13 Library Service Responses to determine if any should be reconsidered as the final service responses are selected. Members asked that Current Topics and Titles be added to the final selection process.

To determine group consensus, members were asked to vote on their top three choices for the library service responses. Members gave three (3) points to their top choice, two (2) points to their second choice, and one (1) point to their third choice. Outcomes of the informal polling showed the following results:

| Service Response | Actual Votes | Vote Total | Ranking |
|---|---|---|---|
| Commons | 1 – 1 – 1 | 3 | 5 |
| Current Topics and Titles | 3 – 2 – 2 – 2 | 9 | 3 |
| General Information | 3 – 3 - 2 – 3 – 3 – 3 – 3 - 2 –1 | 23 | 1 |
| Government Information | 2 – 1 – 1 - 1 | 5 | 4 |
| Information Literacy | 2 | 2 | 6 |
| Lifelong Learning | 2 – 1 – 1 – 2 – 3 - 3 | 12 | 2 |

Members were asked if the informal polling agreed with the consensus of the group. Members acknowledged agreeing with the outcome.

Based on the outcome, the Community Planning Committee will recommend the library focus on three service areas: General Information, Lifelong Learning, and Current Topics and Titles in the draft strategic plan. Members were reminded that the outcome will be reviewed with the Library Commission. The Commission may alter or amend the chosen service responses.

Members were thanked for participating in the service response selection process and reminded that they will have an opportunity to review the final draft plan at the June 18 meeting.

**Next Steps**

- Library Commission will review the service responses at their May 1 meeting
- Library staff will draft goals, objectives, and measurables for the plan
- Draft plan will be presented to the Community Planning Group at an open meeting on June 18, 2003, 4-6pm, Latino/Hispanic Room A

## General Information

| | |
|---|---|
| **Example of Needs Addressed** | A library that offers General Information helps meet the need for information answers to questions on a broad array of topics related to work, school, and personal life. |
| **What the Library Does and Provides** | The library will offer print, nonprint, and electronic reference resources that cover a broad variety of topics. The library will provide staff skillful in determining users' needs and in locating relevant information that satisfies those needs. Internet access will be provided for staff and public use.<br>Alternative off-site means of accessing information resources such as dial-in service and computer kiosks in public places may be provided. The library will provide telephone information service and shold consider accepting and answering questions via fax and email. The library may locate, organize, and provide access to general information resources on a web page. |
| **Some Possible Components** | • Basic reference resources available through the library web page<br>• 24 hours electronic reference service (ability to email questions)<br>• Dedicated telephone reference service (not located at reference desk)<br>• Ready reference answers faxed to home or office<br>• Desktop videoconferencing (for transmitting schematic drawings, graphics)<br>• Bibliographic instruction programs |
| **Target Audiences** | All ages; however, it can be targeted to specific age groups such as seniors or primary school-aged children. |
| **Service Aspects** | Aspects that might be stressed include telephone reference service or other off-site access to basic information needs. |

Extracted from *The New Planning for Results, a Streamlined Approach*, Sandra Nelson for the Public Library Association. 2001.

## Lifelong Learning

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|---|---|
| **Example of Needs Addressed** | A library that provides Lifelong Learning service helps address the desire for self-directed personal growth and development opportunities. |
| **What the Library Does and Provides** | The library will provide and maintain an extensive collection of circulating materials on a wide variety of topics in which the general public has a sustained interest. Collections will be easily accessible and organized to encourage public browsing by subject area. Staff knowledgeable in subjects and topics of interest to the general public will provide expert assistance in locating materials of all types and in all formats. The library will develop pathfinders or other finding tools to assist library users in learning about specific subjects or topics for which there are frequent requests.<br>The library may build substantial retrospective collections on some topics and may provide collections in considerable depth in subject areas of local interest. The library may enhance typical subject and keyword access in the online public access catalog through the addition of supplemental user-friendly terms. The library may identify important web sites on topics of interest to the public and may organize them for public access on a web page. |
| **Some Possible Components** | • Electronic and printed pathfinders<br>• How-to programs on topics of general public interest<br>• Special topical displays of materials and resources<br>• Artist-in-residence programs<br>• Demonstrations and exhibits<br>• History and biography resources |
| **Target Audiences** | A service that applies to people of all ages. Special efforts can be make to encourage specific groups to use library resources to support their informal learning. For example, programs that teach very young children the joys of reading and efforts to provide high-interest, low-vocabulary materials for intermediate-aged children who are hesitant readers. |
| **Service Aspects** | Could build exceptional strength in a few specific subject areas such as travel, antiques, American history, fine arts, biographies or sports. |

Extracted from *The New Planning for Results, a Streamlined Approach*, Sandra Nelson for the Public Library Association, 2001.

## Current Topics and Titles

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|---|---|
| **Example of Needs Addressed** | A library that provides Current Topics and Titles helps to fulfill community residents' appetite for information about popular cultural and social trends and their desire for satisfying recreational experiences. |
| **What the Library Does and Provides** | The library will provide a current collection with sufficient copies of titles in high demand to ensure customer requests are met quickly. Materials will be offered in the formats and in the languages people want and will be selected primarily on the basis of local demand. The library's collections will be organized in ways that make items easy to find and will be merchandised to the public through the use of displays and display shelving. Staff knowledgeable of the content of best-selling tiles and the style of popular authors and performers will offer expert guidance to the public. The library will monitor prepublication review sources and publisher advertising campaigns to anticipate public demand. The library may track personal appearances, media appearances, publicity tours of authors, and the schedules and media reviews of artists' performances for the same reason. The library may offer programs such as book talks, book signings, performances, and exhibits that promote current and forthcoming releases. |
| **Some Possible Components** | • Book talks<br>• Author book signings<br>• Readers' advisory services<br>• Preview stations for videos and recordings<br>• Display shelving<br>• Drive-through check-out or return |
| **Target Audiences** | General adult public as well as to other age groups such as young adults or children. |
| **Service Aspects** | Could choose to narrow the scope by offering a current popular collection of materials in a particular format such as video. |

Extracted from *The New Planning for Results, a Streamlined Approach*, Sandra Nelson for the Public Library Association, 2001.

# Government Information

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|---|---|
| Example of Needs Addressed | A library that offers Government Information service helps satisfy the need for information about elected officials and governmental agencies that enables people to participate in the democratic process. |
| What the Library Does and Provides | The library will provide access to a wide selection of information by and about governmental agencies in print and electronic form. The staff will have full Internet access, and Internet access may be provided for public use as well. The library will provide staff knowledgeable in using government documents, searching the Internet, determining users' needs, and locating relevant information that satisfies those needs.<br>The library may serve as a federal, state, or local document depository. The library may initiate efforts to make local government information available online or through a web page and may be responsible for collecting, organizing, indexing, and disseminating this information. |
| Some Possible Components | • Electronic access to local government information<br>• Federal, state and local documents and records depository<br>• Public hearings and public access television broadcasts of public meetings<br>• Government contract and procurement center<br>• Town meetings with government officials<br>• Patent and Trademark Depository Library |
| Target Audiences | Could address specific government information needs of homeowners living within a floodplain area or of retired military in the library's service area. |
| Service Aspects | Might emphasize proceedings of a local city or county government or a focus on making unpublished records information such as tax assessments accessible electronically. |

Extracted from *The New Planning for Results, a Streamlined Approach*, Sandra Nelson for the Public Library Association, 2001.

# Commons

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| **Example of Needs Addressed** | A library that provides a Commons environment helps address the need of people to meet and interact with others in their community and to participate in public discourse about community issues. |
| **What the Library Does and Provides** | The library will provide public space for meeting and gathering that is recognized as inviting, neutral, and safe by all individuals and groups in the community.<br>The library may provide a variety of meeting and gathering spaces including large meeting rooms, small group meeting and study rooms, and open public spaces that invite conversation and discussion. The library may provide electronic means of assembling, such as videoconferencing facilities. |
| **Some Possible Components** | • Large, medium and small meeting room spaces<br>• Community events bulletin board or kiosk<br>• Email accounts for the public (or information about free email service)<br>• Coffee shop or restaurant in the library<br>• Videoconferencing facilities<br>• Automated room scheduling |
| **Target Audiences** | Could target particular group for special attention, such as young adults or older adults. |
| **Service Aspects** | Could concentrate on a particular aspect of the service, such as community meeting room space if it partners with another organization or agency to provide community-based programming on a regular and ongoing basis. |

Extracted from *The New Planning for Results, a Streamlined Approach*, Sandra Nelson for the Public Library Association, 2001.

## Information Literacy

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| **Example of Needs Addressed** | A library that provides Information Literacy service helps address the need for skills related to finding, evaluating, and using information effectively. |
| **What the Library Does and Provides** | The library will provide training and instruction in skills related to locating, evaluating, and using information resources of all types. Teaching the public to find and evaluate information will be stressed over simply providing answers to questions. The library will provide access to information in a variety of formats and will offer public Internet training and access. Library staff will be knowledgeable about how people seek information and learn.<br>Staff may offer group classes, individual tutoring, or spontaneous one-on-one training in topics such as media literacy or finding resources on the Internet. The library may provide a computer laboratory or classroom. |
| **Some Possible Components** | • Classroom space<br>• Special programs on media literacy<br>• Computer laboratory<br>• Listening and viewing multimedia computer stations for critical evaluation of resources<br>• Basic library skills and bibliographic instruction<br>• Instructional technology |
| **Target Audiences** | Could target teaching critical thinking skills to children. Another could focus on training adults to use resources found on the Internet. |
| **Service Aspects** | Could emphasize teaching effective strategies when using various Internet search engines or instruction in how to perform expert or complex searches on the library's online catalog. |

Extracted from *The New Planning for Results, a Streamlined Approach*, Sandra Nelson for the Public Library Association, 2001.

DRAFT

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SAN FRANCISCO
PUBLIC LIBRARY

# SAN FRANCISCO PUBLIC LIBRARY COMMISSION

Draft Minutes of the regular meeting of Thursday, June 5, 2003

The San Francisco Public Library Commission held its regular meeting on Thursday, June 5, 2003 in the Koret Auditorium, Main Library.

Vice President Steiman called the meeting to order at 4:14PM.

The following members were noted present: Commissioners Chin, Coulter, Steiman, and Streets. President Higueras' arrival was expected shortly. Commissioner Strobin was reported excused attendance.

Willie L. Brown, Jr.
*Mayor*

Charles A. Higueras, A.I.A.
*President*

Carol Steiman
*Vice President*

Helen Marte Bautista
Lonnie K. Chin
Steven A. Coulter
Fran A. Streets
Deborah Strobin
*Commissioners*

Susan Hildreth
*City Librarian*

Michael Housh
*Commission Secretary*

## APPROVAL OF THE MAY 1, 2003 COMMISSION MINUTES

President Higueras joined the meeting at 4:17PM.

### Public comment on APPROVAL OF THE MAY 1, 2003 COMMISSION MINUTES

An anonymous member of the Public noted lack of report of this person's comments concerned their lawsuit against the Library's survival of Summary Judgment. This person also suggested that their comments concerning the discussion of Collection Management were not accurately reported, concluding that for these reasons the Minutes did not meet the requirements of the Sunshine Ordinance. Mr. Ed Regan believed his comments to be accurately reported. Mr. Peter Warfield suggested that his own critical comments concerning providing of meeting explanatory materials was not included. Mr. Warfield also noted that his principal concern about collection management suggested that collections with too much popular material could be a serious problem.

### Commission discussion of APPROVAL OF THE MAY 1, 2003 COMMISSION MINUTES

Commissioner Coulter suggested revision of the Minutes to show that 5:45PM had been the original announced time when the meeting's quorum would be lost, proposed inclusion of comments concerning the anonymous member of the public's lawsuit, and clarified his Collection Management discussion remarks suggesting that the Library needed to do a better job in explaining Collection Management.

MOTION: by Commissioner Bautista, seconded by Commissioner Chin for approval of the May 1, 2003 Minutes as amended.

ACTION: 6-0 (Bautista, Chin, Coulter, Higueras, Steiman, and Streets)

President Higueras assumed the Chair at 4:24PM.

## AGENDA ITEM #2 PORTOLA BRANCH PURCHASE & SALE AGREEMENT

Branch Library Improvement Program Manager Marilyn Thompson and Mr. Charlie Dunn, Real Estate Division, Department of Administrative Services provided an extensive overview of the issues discussed in the City Librarian's May 31 memorandum (copy attached) in support of the staff recommendation that the Commissioners approve a resolution recommending and requesting that the Board of Supervisors and the Mayor approve the proposed purchase of 380 Bacon street, a property on a portion of the grounds of the Martin Luther King, Jr. Middle School for $1,287,000 as the site for the new Portola Branch Library. Ms. Thompson noted that the price was within the budget and that negotiations for a contract with architects Stoner Meek/Noll Tam. It was noted that a Prop. 14 (State Library Bond) Application for this project could be submitted in January 2004.

Public comment on AGENDA ITEM #2 PORTOLA BRANCH PURCHASE & SALE AGREEMENT

Ms. Chris Ortiz, CNL Rep for Portola Branch reported that the neighborhood was very excited by this proposal and hoped that it could be done as quickly as possible. Ms. Carol Hyde, 12 year Portola resident, noted that the current branch was located in an area of dangerously heavy traffic and that she was much happier with the new more central, within walking distance of most of the neighborhood, site. She also favored space for a community room. Ms. Cheryl Oliger, a weekly user of the Branch with her child, noted that the current branch was inadequate and that the new more accessible site would be a big improvement. She urged the Commission to approve the purchase. Ms. Pat Delaney, Martin Luther King, Jr. Middle School Librarian, expressed strong support for this proposal, citing its deepening of an excellent cooperative relationship between the Library and the schools and provided the Commissioners with a detailed list of benefits to the community this relationship had already provided. Mr. Ed Regan suggested that the branch library could not accommodate both the students and other users citing in his view the negative experience of the new Ocean View Branch. Mr. Regan also felt that the Branch should be located in a business area rather than in the middle of the neighborhood and expressed concern that the proposed building was too small. An anonymous member of the public expressed reservations about use of the new facility's meeting room as a homework center, concerning its location away from San Bruno, and found the proposed $1.2 million price too high for property described as as-is with faults included. Mr. Peter Warfield expressed concern that: there appeared to be insufficient discussion about books in the proposed branch; the price was too high; that there might be toxics on the site; and questioned who had done the appraisal. Mr. Richard Walsh, 27 year resident of Portola neighborhood, commented that the proposed location was very close to several schools and being two blocks from busy San Bruno Avenue was safer for children and the elderly with more parking easily available. Mr. Walsh pointed out that good directional signage would help users easily locate the new branch and urged that the Commissioners approve the purchase.

Commission discussion of AGENDA ITEM #2 PORTOLA BRANCH PURCHASE & SALE AGREEMENT

In answer to a question by President Higueras regarding how the value of the property was established and what was meant by the "as-is" language in the proposed agreement, Charlie Dunn, Real Estate Division, explained the intricacies of interagency property transactions and informed the Commissioners that the appraisal by Clifford & Associates, a MAI and City certified vendor, had been carefully reviewed by both the School District and the City. The "as-is" notation was reported to be standard contract language in this kind of transaction and it was noted that there was very limited exposure with this formerly residential site. Marilyn Thompson reported Geotech review completed and that a Phase I study would be undertaken. In response to Commissioner Bautista's question it was reported that a due diligence clause would allow the Library to walk away from the agreement should hidden problems appear. President Higueras asked if there were any reason to think there will be problems and was informed there were none. In answer to a query by Commissioner Coulter concerning inclusion of a community room, Ms. Hildreth noted that every effort would be made to overcome the challenges involved in finding a flexible space in the proposed 6,000 sq. ft. building. Vice President Steiman called attention to the importance of good directional signage to the new branch location. President Higueras called attention to the importance of the branch being close to schools, noting it would be of help in applying for Prop. 14 (State Library Bond) funds for the project. Commissioner Chin pointed out that the school libraries serve students from outside neighborhood, and that the new Portola Branch would serve neighborhood children. Commissioner Bautista additionally noted that good school libraries were available to students in the area and there should not be a concern about any potential for a battle for space in the branch between students and neighborhood users.

MOTION: by Vice President Steiman, seconded by Commissioner Bautista approving the proposed resolution requesting Board of Supervisors approval of the proposed Purchase and Sale agreement for the new Portola Branch Library.

ACTION: 6-0 (Bautista, Chin, Coulter, Higueras, Steiman, and Streets)

## AGENDA ITEM #3 CITY LIBRARIAN'S REPORT

Deputy City Librarian Paul Underwood presented the regular monthly report (copy attached). At 5PM President Higueras surrendered the chair to Vice President Steiman and left the meeting with the City Librarian to welcome California's First Lady Mrs. Sharon Davis for a ceremony in the Main Library's Children's Center. Deputy City Librarian Paul Underwood informed the Commissioners concerning Mrs. Davis' book event.

President Higueras rejoined the meeting at 5:16PM. Commissioner Bautista left the meeting at 5:17PM.

### Public comment on AGENDA ITEM #3 CITY LIBRARIAN'S REPORT

Mr. Peter Warfield expressed concern that: collection procedures were being streamlined; noted it would be important to hear staff input. Mr. Ed Regan objected to the proposed closure of the Main Library during the Gay Freedom Day event noting that Sunday was an important day for some library users and commented on the $150,000 Fuhrman Fund expenditures for materials on politics and economics. Mr. Regan suggested more information on state governments be included in Fuhrman fund acquisitions. An anonymous member of the public expressed disappointment that there was no report on the "Freedom to Read Act" program and commended the City Librarian for writing a newspaper editorial in defense of library users' rights. This person also inquired regarding details of the Fuhrman Fund signage, suggested that it would have been more appropriate that the Commission authorize it, and expressed wish that written materials had been made available on report topics. Ms. Jeannene

Przyblyski, Friends of Noe Valley, noted that it was sometimes difficult to follow the complex details reported in the budget and expressed concern about possible funding shortfalls in the Branch Library Improvement Program. Ms. Przyblyski suggested that available surplus funds might be earmarked for enhancements to the Branch Library Improvement Program such as expansion for the Parkside Branch and noted she had been a youth user of the Cerritos Library highlighted in the report.

## Commission discussion of AGENDA ITEM #3 CITY LIBRARIAN'S REPORT

Deputy City Librarian Paul Underwood clarified that ongoing efforts to coordinate and streamline ordering for the collection were aimed at reducing duplication of effort and thus making more resources available by eliminating redundant processing and would improve even more under the new ILS system. Vice President Steiman noted an integrated ordering process would save valuable staff time.

## AGENDA #4 NEW WEBSITE DEMO

Roberto Esteves, Chief of IRMO, presented an overview of the library's new website calling attention to its many improved features and greater ease of use. Mr. Esteves noted that a new reality was that thousands of people used the library's resources even when the buildings are closed through internet access to materials and collections. Ms. Cathy Nyhan, then discussed the yearlong Netcom Project and highlighted that information was now available in Chinese as well as English and Spanish. Ms. Nyhan called attention to the new website's ease of detailed searches using basic searching and called attention to the advance search features. Mr. Esteves called attention to the exemplary work done by library staff team, citing Anthony Costa in particular; who built the website's 1,651 pages in what was truly a staff project.

## Public comment on AGENDA #4 NEW WEBSITE DEMO

None offered

## Commission discussion of AGENDA #4 NEW WEBSITE DEMO

Mike Hoffman was identified as the Library's Webmaster and the work of the Netcom Committee highlighted in response to a question by President Higueras. Commissioner Coulter congratulated Roberto and the Library staff team for a job well done. City Librarian Susan Hildreth commended the Library staff and praised their hard work that had produced the new website. Ms. Hildreth also called attention to Friends & Foundation's funding support for usability study for the project. In answer to a question by Commissioner Chin, it was noted that the website could facilitate greater ease of access to ebooks and that new technology will allow download later this year.

## AGENDA #5 STRATEGIC PLAN UPDATE

Ms. Hildreth brought the Commissioners up to date about the ongoing development of the Library's Strategic Plan, noting that this item had been continued from a previous meeting and introduced Library Consultant Gail McPartland for a discussion of the developments resulting from the April 23, 2003 Community Planning Committee meeting (meeting notes attached) . It was next reported that the staff focus group was preparing materials for a further discussion at a June 18th Community Planning

Committee Meeting from which staff could then develop a draft plan to bring to the Library Commission in July for a widely noticed public discussion. Following that discussion the draft plan with any further refinement as needed would be brought to the Library Commission for its review and possible approval in August. The City librarian pointed out that the service plans being developed for the branch libraries in preparation for submission of Prop. 14 (State Library Bond) applications in January 2004 benefited from important input gained through the strategic planning process.

Public comment on AGENDA #5 STRATEGIC PLAN UPDATE

An anonymous member of the public found no clear description of what the documents being presented represented, a working document or a completed work. This person also found troubling the lack of a clear definitions, noted that this plan would have impact on library plans, and did not see anything useful in that respect. This person also urged the Commission to make the plan their own. Mr. Peter Warfield complained that he had received the materials just prior to the meeting and commented that a participant in the community process had been troubled by the choices presented, and was troubled that no option for books was presented. Ms. Mary Ann Duke asked support for more books.

Commission discussion of AGENDA #5 STRATEGIC PLAN UPDATE

The City Librarian noted that the materials discussed had been distributed and available for some time in a previous agenda packet. Vice President Steiman, a participant in the planning process, emphasized that books were understood to be key to all services and noted most of what the Library does involves books.

Commissioner Chin left the meeting at 5:59PM.
President Higueras called for a recess at 6:03PM
Vice President Steiman left the meeting during the recess.
The Commission returned to session at 6:21PM

AGENDA #6 BLIP ADVISORY COMMITTEE EXPANSION

The City Librarian provided an overview of the previous discussions and developments in the proposed revision of the BLIP Advisory Committee noting that the Library Commission had emphasized that citizen involvement in branch library projects was very important. The City Librarian noted that this item would provide an opportunity for further discussion but that the proposed revision was not yet ready for action.

The City Librarian noted that a 21 member body could be workable and discussed several civic organizations that had been proposed to appoint a member to the committee. Ms. Hildreth pointed out that as proposed the new BLIP Advisory Committee should be a committee of the Commission, which could elect its chair, could conduct bond program oversight activities in accordance with its charge, and that the Commission Secretary would staff its bi-monthly meetings. Ms. Hildreth noted that the proposed advisory body should focus on Branch Library Improvement Program activities which could include related collection development issues but that perhaps an ad hoc study group would be a better way to address Library collection development in general. The City Librarian noted that the Commission had taken a strong position in support of and protective of neighborhoods having direct input into plans for their local branch.

Public comment on AGENDA #6 BLIP ADVISORY COMMITTEE EXPANSION

An anonymous member of the public expressed their support for the plan originally proposed by Supervisor Yee and objected in particular that Supervisors be permitted to make direct appointments without reference to their Rules Committee process. Mr. Ed Regan did not favor a committee that was just for the bond program. Ms. Susan Hall, Richmond Democratic Club, presented the Commissioners with a copy of a resolution adopted by her club urging the Board of Supervisors to appoint an oversight committee and suggested that the proposed advisory body was too limited in scope, that it should be autonomous from the Library, set its own agenda, and hold monthly meetings. Mr. Peter Warfield agreed with previous speakers expressing concern with: the proposed charge that he found weaker than previously discussed; inquired regarding what its role and powers would be; suggested crucial issues were being buried; and expressed happiness that no action would be taken and that the proposed committee would be subject to the Sunshine Ordinance. Mr. Glen Ramisky, Friends & Foundation, expressed support for the revised BLIP proposal. Ms. Jean Chaitin asked why the Coalition for San Francisco Neighborhoods should not be given an appointment to the proposed committee and urged that it meet at least monthly. Ms. Mary Ann Duke expressed support for a strong independent citizen advisory body, suggesting that the Main Library had dominated the process. Ms. Sue Cauthen noted that the Neighborhood Library Coalition had made many compromises in seeking a real independent community based body, that the proposed committee was too large and contained too many city employees, that the Coalition for San Francisco Neighborhoods should have an appointment, and that the Commission should not have the power to make changes. Ms. Deborah Doyle, Friends & Foundation, spoke in favor of the proposed revised BLIP Advisory Committee and noted that it would encourage public participation.

Commission discussion of AGENDA #6 BLIP ADVISORY COMMITTEE EXPANSION

President Higueras suggested that the BLIP Advisory Committee would be most effective and useful if focused on the overall design and construction issues involved in the Branch Bond Program with appropriate attention given to related collection management and maintenance issues. Individual branch projects he strongly noted should remain focused on input from their neighborhoods in a dialogue among the Library, designers, and the community of users of a particular branch. The Commission he noted had learned from an initial mis-step in planning for the Richmond Branch to involve the community in the process from the beginning. President Higueras remarked that the BLIP Committee should focus on the larger issues of the Bond Program and remain non-biased concerning individual branch programs. In particular, he noted BLIP Committee members should not attempt to impact individual projects but focus their attention on completing all of the branch projects. Commissioner Coulter pointed out that addressing how to provide an adequate level of public input into government process was very important topic, and that finding effective ways to reach out and bring in robust public participation was challenging. Commissioner Coulter said that it was important to value criticism and bring critics into the process, suggesting that services provided would be improved by open dialogue. Commissioner Coulter recommended that an orderly structured process be created to bring in, educate, and involve public participation, noting that if the committee became politicized it would be ineffective. Commissioner Coulter noted that staffing was critical and recommended that staff be assigned to work with an appointed chair, who could organize and lead the committee, set its agenda, and address all of the items on the table. Commissioner Coulter remarked that the Library had not done a sufficient job in bringing in and educating the public about collection development. Commissioner Coulter expressed reservations with Supervisorial appointments and suggested involving elderly, youth, those dedicated to intellectual freedom, and not just neighborhood activists. Commissioner Coulter suggested considering the advisory model used by the School District and recommended that an annual report with goals and accomplishments be done. He also wanted to hear from current BLIP Advisory Committee members and members of the Council for Neighborhood Libraries. Commissioner Streets pointed out that the Library Commissioners served at the pleasure of the Mayor and should not make decisions that could have long-term impact without careful consideration. Commissioner Streets found it unwise to combine the role of the BLIP Advisory Committee with addressing issues such as collection development and urged that a clear process be created. Commissioner Chin noted that the people had voted for a clearly spelled out Bond Program and that this process was well underway. She noted that a principal concern must be how each branch will be done to best serve its community within the money available. Commissioner Chin pointed out that it was the Commission's role to consider and make these decisions after input from library professionals and from library users. She asked how many neighborhood review bodies the Library needed, and suggested that structures were already in place to bring in public participation. President Higueras pointed out that members of the public were already very actively involved in advising the Branch Library Improvement Program, that the branch communities were all actively involved, and that the Commission should respond to real issues not red herrings. Commissioner Chin pointed to the reality of limited space and limited funds and suggested that it was important to help communities understand these limitations. Commissioner Streets noted that it was not a good idea to mix fundamental institutional issues with a focused seven year program. Commissioner Chin noted that originally the major emphasis of Supervisor Yee's proposal was to provide a means for greater representation for the Asian community. President Higueras proposed that other models be reviewed and considered before an alternative was chosen.

## AGENDA #7 FRIENDS & FOUNDATION REPORT

Ms. Deborah Doyle, President of the friends & Foundation provided the Commissioners with an overview of Friends and Foundation Summer activities, book sales, and author talks. Ms. Doyle called attention to the ongoing membership drive and noted plans to create neighborhood committees to support the Capital Campaign for the Branch Libraries. Ms. Doyle then highlighted this year's $563,429 in grants by the Friends & Foundation calling attention to support for Project Read, Library exhibits and programs, High School & Beyond and support for educational opportunities for Library staff, the Main Library Wall of Heroes, and competitive $5,000 grants for neighborhood history projects at Mission, for the Sunset District, and Park Branches.

## Public comment on AGENDA #7 FRIENDS & FOUNDATION REPORT

Mr. Ed Regan recalling the Friends support for furnishings at the Main Library and some branch libraries suggested that they consider purchase of comfortable chairs and tables so that one could read while standing for the new and renovated branch libraries.

## AGENDA #8 LABOR UNION REPORT

No report was offered.

## AGENDA #9 NEW BUSINESS

No new business was proposed.

## AGENDA #10 PUBLIC COMMENT

An anonymous member of the public discussed the issues involved in a lawsuit regarding how the Library handled Prop. E funds this person had filed against the Library and called attention to comments by Commissioner Coulter regarding the importance of process and bringing in those with criticisms. Ms. Jeannene Przyblyski, Friends of Noe Valley, observed that the experience of the Noe Valley Branch with the Branch Library Improvement Program had been good and expressed concern that a polarized debate about the nature of the BLIP Advisory Committee could drive away ordinary library users and lose sight of point that branches fit into a larger picture. Mr. Ed Regan found the discussion concerning the BLIP Advisory Committee useful and suggested that the Library print a pamphlet listing all of its committees and those who served on them.

## AGENDA ITEM #11 ADJOURNMENT

MOTION: by Commissioner Coulter, seconded by Commissioner Bautista that the meeting be adjourned.

ACTION: AYE 4-0 (Chin, Coulter, Higueras, and Streets)

The meeting was adjourned at 7:46PM

Michael Housh, Commission Secretary 6/19/03

Please note: These are draft Minutes subject to change by the Library Commission. Copies of Commission Minutes and handouts are available in the Office of the Commission Secretary, 100 Larkin Street, San Francisco, CA 94102

# Appendix A

Library Commission meeting of June 5, 2003

The Public Comment Summary Statements included in these Minutes are authorized by San Francisco Administrative Code Section 67.16..

These summary statements are provided by the speaker. Their contents are neither generated by, nor subject to approval or verification of accuracy by, the San Francisco Public Library Commission.

*The number of members of the public who spoke anonymously at this meeting. 1*

# Appendix A

Library Commission meeting of June 5, 2003

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*The number of members of the public who spoke anonymously at this meeting. 1*

## Public Comment of An Anonymous Citizen

San Francisco Public Library Commission Meeting, June 5, 2003

Item 1:
Approval of the Minutes: May 1, 2003

**"The new deputy city attorney is no doubt here to inaugurate these illegal minutes that are a product of an illegal action after an illegal discussion.**

**The minutes state that the commission was expected to lose its quorum at 6:00 p.m. when the announcement was for 5:45 p.m. This was a serious misdirection.**

**The show the anonymous only expressing gratitude for the calling of public comment. In fact, he discussed a lawsuit that had survived summary judgment, why that was so, and the games being played by the City Attorney.**

**The citizen's comments under collection management included references to the opposing opinions of the public and the presenters. The citizen observed that the public was interested in a high quality collection with certain characteristics that were described.**

**The Sunshine Ordinance requires a summary of comments and these minutes do not provide such summaries and therefore are not legal minutes."**

# Appendix A

Library Commission meeting of June 5, 2003

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*The number of members of the public who spoke anonymously at this meeting. 1*

**Public Comment of An Anonymous Citizen**
San Francisco Public Library Commission Meeting, June 5, 2003

Item 2:
Portola Purchase & Sale Agreement

**"I have some reservations about this. I hope you intend to tell the community that you have already agreed that the meeting room be given over to a homework center.**

**There is an issue of location. This is slightly closer to Excelsior and farther way from Bay View. That it is more centrally located will come as news to the merchants along San Bruno.**

**I have a concern about the price. The parcel is described as an underutilized section of school district property. If there are comparables that show that the value is $1.2 million I would like to see them.**

**The only justification for the price is a reference to a third party assessor. That is too vague when we are discussing a sale from one governmental agency to another.**

**The agreement describes this as not just 'as-is' but 'as-is with faults included.' One wonders why this is highlighted."**

# Appendix A

Library Commission meeting of June 5, 2003

The Public Comment Summary Statements included in these Minutes are authorized by San Francisco Administrative Code Section 67.16..

These summary statements are provided by the speaker. Their contents are neither generated by, nor subject to approval or verification of accuracy by, the San Francisco Public Library Commission.

*The number of members of the public who spoke anonymously at this meeting. 1*

**Public Comment of An Anonymous Citizen**
San Francisco Public Library Commission Meeting, June 5, 2003

Item 3:
City Librarian's Report

**"I was surprised that there was no report on the Freedom to Read meeting and related controversy. I don't think it was mentioned that Ms. Hildreth had an editorial in the newspaper on the subject that was widely noticed. Ms. Hildreth should be congratulated for that.**

**Regarding Fuhrman my comment is, Is that it? The sign is to be 12x15 but there was no mention of whether that was inches or feet. My reaction is that it is a bit ironic to put it in the small business center.**

**It might be a more suitable tribute to Mr. Fuhrman if the Library Commission approved the tribute rather than it just being tossed off in the middle of the City Librarian's report.**

**There are many key elements in the report that we would have liked to have seen in writing, particularly details on the Friends and Foundation grants."**

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## Public Comment of An Anonymous Citizen

San Francisco Public Library Commission Meeting, June 5, 2003

Item 5:
Strategic Plan Update

**"I have expressed a great deal of interest in this and the process leading up to it.**

**It is now confusing. What is described here is a final draft plan. It is unclear whether the commission will regard this as a working document or complete as the product of the committee.**

**Looking at this superficially, do we have any clear definition of what it means when we say that the purpose of the library is general information, or that is five times as important as government information?**

**The City Librarian quite rightly points out, we will be using the strategic plan to weigh the goals and policies, including things like joint use plans, Prop.14 applications, and branch remodeling.**

**I don't see anything that is going to be useful in those contexts**

**I hope this will be regarding as a working document only, and you will put your stamp on it."**

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Library Commission meeting of June 5, 2003

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**Public Comment of An Anonymous Citizen**
San Francisco Public Library Commission Meeting, June 5, 2003

Item 6:
BLIP Advisory Committee Revision

**"I am recommending to the Board of Supervisors that they not approve this proposal, but revert to the original suggestion from Supervisor Yee.**

**I have some reservations about helping you rearrange the proverbial deck chairs.**

**I can't resist pointing out some of the chief flaws. There is a suggestion that the appoints from the Supervisors bypass the Rules Committee process. That is because you have become accustomed to your own corruption and have forget how this would look to the Supervisors. The supervisors have a firmly established open process for appointments and they would never do this. You should suggest it to them to undercut the whole idea.**

**Most of the people on the committee are already seated, so that the people being brought in would be thrown into the lion's den.**

**Therefore, the Board of Supervisors should appoint their own committee."**

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**Public Comment of An Anonymous Citizen**
San Francisco Public Library Commission Meeting, June 5, 2003

Item 10:
Public Comment

**"I am grateful that Commissioner Streets was able to stay for the public comment, however unwillingly. I appreciate it.**

**Concerning the interim success of my lawsuit, I am suing over the handling of the Prop. E funds. I remember a committee meeting where the issue over which I am suing was discussed and I can quote Ms. Streets very specifically from that meeting. Ms. Streets said, "I can't believe that's legal." We have reached the point where, for tactical purposes the City Attorney and the City Librarian are pretending that they don't understand what Ms. Streets was talking about.**

**Since everything depends upon context, the effect of my opinion now is the opposite from the effect of Ms. Streets' opinion then.**

**Commissioner Coulter described the importance of the process and the importance of bringing in criticism. He would have seen his opinion now to be ridiculous ten years ago.**

**Perhaps we all learn things from history."**

City Librarian's Report – June 5, 2003

Library Budget – The Mayor has released his proposed 2003/04 budget including the Library budget at $54.8 million.

The Main Library will be closed on Sunday, June 29th due to Gay Pride Parade activities in Civic Center.

Paul Underwood and Shellie Cocking updated the Commission on the Urban Libraries Council Executive Leadership collection development project.

A team of staff members attended the Imagine It conference sponsored by the California State Library at the Cerritos Public Library.

Friends & Foundation 2003/04 allocations for the Library were announced and totaled. $589,429.

Signage plans for the Small Business Center acknowledging the Fuhrman Fund contribution were announced.

The Library's redistribution program received a Certificate of Appreciation and was celebrated in a concert by Kundirana, from the Philippines.

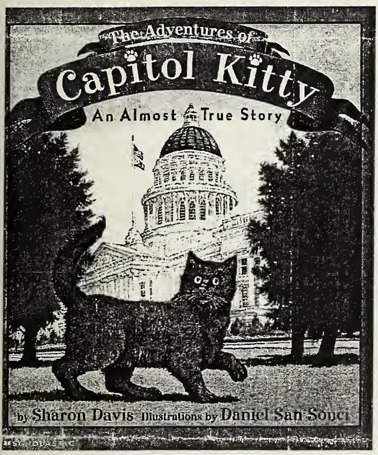
Exhibit highlights for June include Kalligraphia Ten, an Exhibition by the Members of the Friends of Calligraphy, June 1 – July 31, Skylight Gallery; Awakening from the California Dream, June 2 – July 28, Jewett Gallery; and Min-Sok, Korean Heritage in San Francisco, June 14 – August 21, International Center.

The San Francisco Public Library presents

*First Lady of California*

# Sharon Davis

*signs* The Adventures of Capitol Kitty


The Adventures of
Capitol Kitty
An Almost True Story
by Sharon Davis Illustrations by Daniel San Souci

California First Lady Sharon Davis will sign copies of her first children's book, *The Adventures of Capitol Kitty*. All author proceeds will benefit the Governor's Book Fund (literacynet.org/govfund/), which provides grants for books for California school libraries.

*Booksigning & Reception*
Thursday, June 5, 2003
5:00 – 7:00 p.m.
Fisher Children's Center, Main Library, 2nd Floor

All programs at the Library are free.
*Sponsored by the Friends & Foundation of the San Francisco Public Library*

*San Francisco Public Library*
Main Library 100 Larkin Street (at Grove) 415.557.4277 www.sfpl.org

0512-015

**Memorandum**

*San Francisco Public Library*
100 Larkin Street, San Francisco, CA 94102

To: Library Commission
From: Susan Hildreth, City Librarian
Re: Recommendation to Mayor and Board of Supervisors to approve purchase of 380 Bacon St (a portion of the Martin Luther King, Jr., Middle School site) for Portola Branch Library
Date May 31, 2003

I am very pleased to bring this recommendation to the Library Commission for the purchase of 380 Bacon St. as the site for the Portola Branch Library. I would like to recap the history of this site acquisition process for your information.

| | |
|---|---|
| August 7, 2001 | Library Commission authorized Real Estate to investigate 4 possible sites for the Portola Branch, including this site |
| May 16, 2002 | Library Commission authorized Real Estate to enter into negotiations for the Bacon St. site, with the Boys and Girls Club on San Bruno Ave. as a back-up site |
| November 12, 2002 | San Francisco Unified School District Board agreed to sell the property to the City and authorized the Superintendent to complete the transaction |
| January 16, 2003 | Library Commission approved a resolution urging the Board of Supervisors to approve a joint-use cooperative agreement with the City and the San Francisco Unified School District |

Staff is recommending that the Commission approve the attached resolution urging the Board of Supervisors to approve the purchase of 380 Bacon St. as the site of the Portola Branch Library. This site is an excellent location and is supported by the community.

The site purchase price of $1,287,000 is within the project budget. The Portola Branch was one of the projects that was included in the architectural competition held earlier this year. The firm selected from the competition to design the Portola Branch Library is the joint venture of Stoner Meek/Noll & Tam; and the contract is currently being negotiated. Please see the attached project budget chart and information sheet.

Also attached is a term sheet that outlines the key points of the purchase and sale agreement. The complete document is available for review in the Office of the Commission Secretary.

Staff is preparing an application for Proposition 14 funds for this highly competitive project to be submitted to the California State Library in January 2004.
Attachments

# SAN FRANCISCO LIBRARY COMMISSION

## RESOLUTION NO. 4-03

## RESOLUTION ENDORSING ACQUISITION OF REAL PROPERTY LOCATED AT 380 BACON STREET FOR THE PORTOLA BRANCH LIBRARY AND URGING BOARD OF SUPERVISORS AND MAYOR TO APPROVE PURCHASE AND SALE DOCUMENTS

WHEREAS, On November 7, 2000, the voters of the City and County of San Francisco passed Proposition A, "Branch Library Facilities Improvement Bonds, 2000" for general obligation bonds in the amount of $105,865,000 for the acquisition, renovation and construction of branch libraries and other library facilities; and

WHEREAS, One priority of the Branch Library Facilities Improvement Bonds is to relocate the four branch libraries located in rented facilities into facilities owned by the City; and

WHEREAS, The Portola Branch Library presently is housed in a facility rented by the City at 2450-60 San Bruno Avenue that is inadequate to meet the long term needs of the neighborhood it is intended to serve; and

WHEREAS, At meetings of the San Francisco Public Library Commission ("Library Commission") held August 7, 2001 and May 16, 2002, the Library Commission authorized the City Librarian and the Department of Administrative Services, Real Estate Division, to investigate, with the intent to purchase as a library site, property owned by the San Francisco Unified School District adjacent to the Martin Luther King Middle School (the "Property"), which is an approximately 8,800 square foot (110' X 80') parcel of land, with an anticipated street address of 380 Bacon Street; and

WHEREAS, The Department of Administrative Services, Real Estate Division, on behalf of the Library Commission and the City, has negotiated the

form of an agreement to purchase the Property (the "Purchase Agreement") for One Million Two Hundred Eighty Seven Thousand Dollars ($1,287,000), subject to the conditions described in the Purchase Agreement, and a subordinated purchase option in favor of the seller (the "Subordinated Purchase Option")(Purchase Agreement and Subordinated Purchase Option together referred to as the "Purchase Documents"), copies of which are on file with the Library Commission; and

WHEREAS, The Purchase Documents are subject to the prior approval of the Board of Supervisors and Mayor, and all planning and environmental review pursuant to the San Francisco General Plan, Section 101.1 of the Planning Code, and the California Environmental Quality Act (CEQA) required for the City to purchase the Property shall be completed prior to submission of the Purchase Documents to the Board of Supervisors and Mayor for approval; now, therefore, be it

RESOLVED, That the Library Commission endorses the purchase of the Property on the terms and conditions set forth in the Purchase Documents and, subject to completion of all required environmental review and governmental approvals pursuant to the San Francisco General Plan, Section 101.1 of the Planning Code, and the California Environmental Quality Act (CEQA), urges the City's Board of Supervisors and Mayor to approve the Purchase Documents; and be it

FURTHER RESOLVED, That the Library Commission authorizes the City Librarian and the Director of Property to enter into any additions, amendments or other modifications to the Purchase Documents that they determine are in the best interests of the City, do not materially decrease the benefits to the City, and do not materially increase the obligations or liabilities of the City, such

determination to be conclusively evidenced by the execution and delivery of any such additions, amendments, or other modifications; and be it

FURTHER RESOLVED, That, should the Board of Supervisors and Mayor approve the Purchase Documents, the Library Commission authorizes the City Librarian and the Director of Property to take all steps necessary to execute, deliver and perform all of the City's obligations under the Purchase Documents in accordance with their terms, and to acquire the Property; and be it

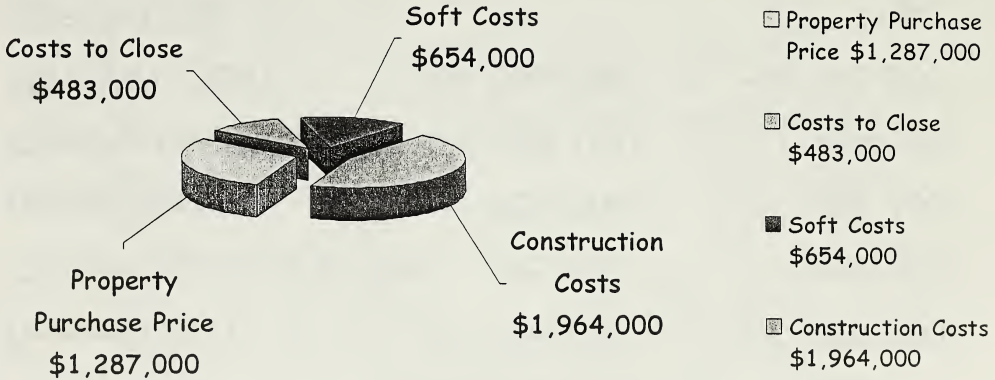
FURTHER RESOLVED, That, should the Board of Supervisors and Mayor approve the Purchase Documents, the Library Commission authorizes the City Librarian and the Director of Property to take all steps that are necessary or advisable to complete the transaction contemplated in the Purchase Documents, to effectuate the purpose and intent of this Resolution, and that do not materially increase the obligations or liabilities of the City; and be it

FURTHER RESOLVED, That all actions previously taken by any City and County of San Francisco official in connection with the Purchase Documents are hereby ratified, approved and confirmed by the Library Commission.

Approved on June 5, 2003

___________________________________
Commission Secretary

# Portola Purchase



Purchase price is per Letter of Intent.

Construction Costs budgeted are for new construction. Furniture & moveable equipment is not included.

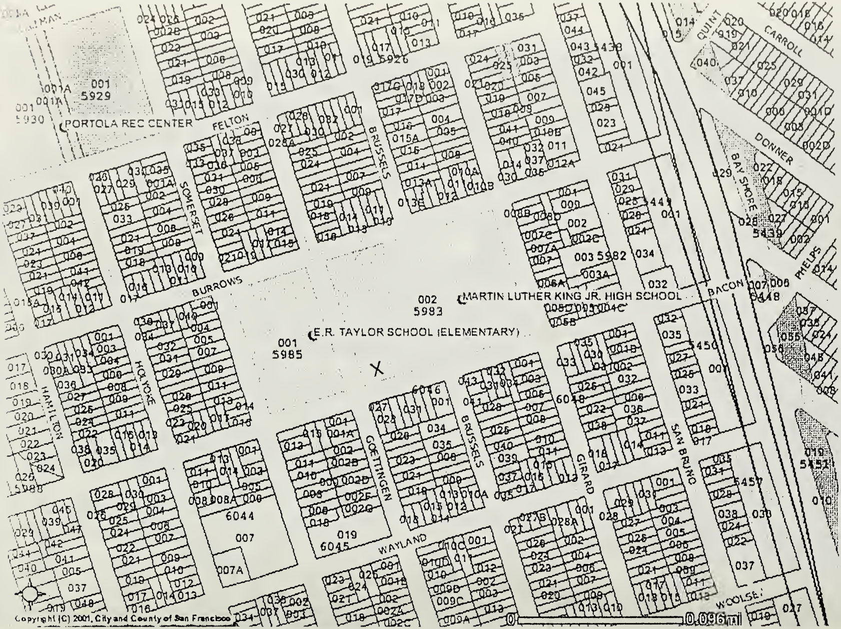
Soft costs include all professional services & permit fees associated with the new construction project.

Closing costs include City Attorney, Title Insurance, Escrow costs, Alta survey, environmental study, appraisal, CEQA and General Plan Referral. Closing costs also include site preparation, demolition and utility connection fees.

Moving costs, Public Art & Real Estate Department are provided for elsewhere.

# Portola Purchase

| | Original Budget | Proposed |
|---|---|---|
| Property Costs | $1,125,000 | $1,287,000 |
| Closing Costs & Site Prep | 645,000 | 483,000 |
| Design Costs | 654,000 | 654,000 |
| Construction Costs | 1,964,000 | 1,964,000 |
| PROJECT COST | $4,388,000 | $4,388,000 |
| DIFFERENCE | | $0 |
| | | |
| PROPERTY SIZE | 7,500 SF | 8,800 SF |


PORTOLA REC CENTER
001
5929
FELTON
SOMERSET
BRUSSELS
BURROWS
HAMILTON
HOLYOKE
GOETTINGEN
GIRARD
SAN BRUNO
WAYLAND
WOOLSEY
BACON
BAY SHORE
DONNER
CARROLL
QUINT
PHELPS
002
5983
MARTIN LUTHER KING JR. HIGH SCHOOL
001
5985
E.R. TAYLOR SCHOOL (ELEMENTARY)
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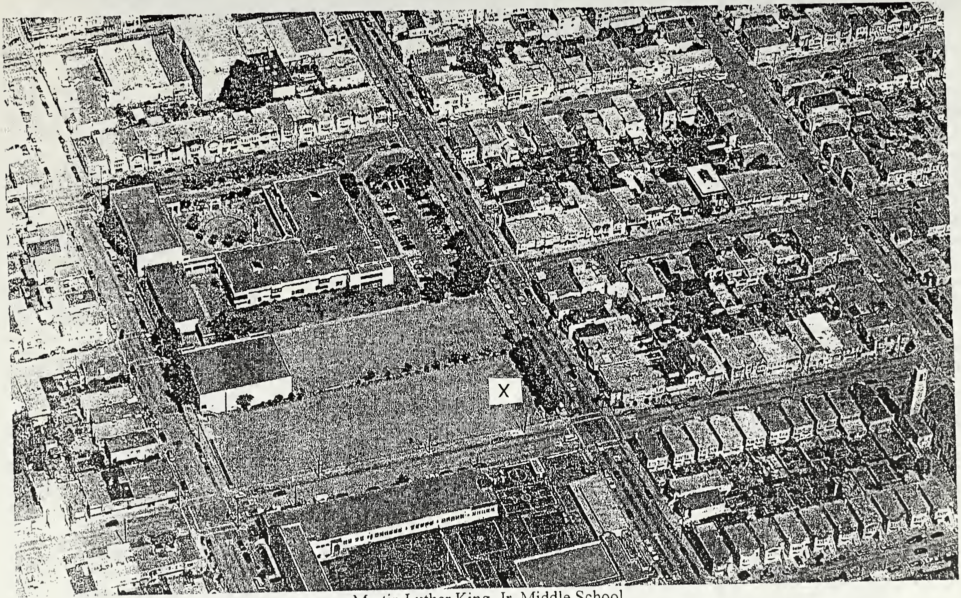


Martin Luther King, Jr. Middle School
Looking East

## Portola Branch Library

## Summary of Terms
## 380 Bacon Street
(a portion of the Martin Luther King, Jr. Middle School)

1. Seller: San Francisco Unified School District.

2. Property: Approximately 8,800 square feet of land, located at 380 Bacon Street (NE corner of Bacon and Goettingen Streets). The subject site is approximately 110 ft (along Bacon Street) and approx 80 ft (along Goettingen Street) at the Southwest corner of Block 5983, Lot 2. 380 Bacon St. is currently an under utilized portion of the Martin Luther King, Jr. Middle School, and the Property will be subdivided from the larger parcel.

3. Purchase Price: One Million Two Hundred Eighty-Seven Thousand Dollars ($1,287,000). The purchase price equates to approximately $146 psf and was established by third party appraisal.

4. Due Diligence Period. The City has sixty (60) days following the date of Board of Supervisor approval to investigate all matters pertaining to the property, and to perform all standard real estate due diligence. The City has the ability to not close the transaction if it discovers a problem with the property during this due diligence period.

5. "As Is" Purchase. After City's acceptance of investigations during the Due Diligence Period, City agrees to purchase the property "AS IS" with all faults. City will waive the right to seek any recovery from Seller.

6. Title : City will be subdividing the Property from a larger SFUSD parcel. Seller will quitclaim any of its right and title to the land at the close of escrow. The City's obligation to purchase is conditional upon receipt of title insurance from Chicago Title company in a form approved by the City and District's obligation to sell is conditioned upon a Subordinated Option in favor of Seller (described in Section 8, below)..

7. Closing. The Closing will occur on the date that is 20 business days after the expiration of the Due Diligence period (approximately ninety (90) days after the effective date of a resolution of the Board of Supervisors approving the purchase agreement), or on such earlier date as the City and Seller may mutually agree.

8. Repurchase Option. The City agrees to grant the District a Subordinated Option to repurchase the Property at the then Fair Market Value. Such option is fully subject to the State of California's review and approval (or modification). Such Subordinated Option may be exercised by the District in the event City either (i) takes action to sell the Property or (ii) ceases to use the Property for a library and related purposes for 3 years and fails to cure (or commence to cure) within the 1-year notice period. The period for cure is to be extended by events of force majeure (damage and other events out of City's control). The option lasts for 90 years provided there is a school on the remainder of the site. The option shall be subordinate to all financing instruments, now or in the future, and subject to operating leases.

9. Closing Costs. The City shall pay the premium for its title insurance, and one-half of the escrow and recording fees. The City shall also receive a credit at Close in the amount of $2.600 (½ of the appraisal fee used to establish the Purchase Price). The Seller pays one-half of the escrow and recording fees. Other costs and charges, if any, are allocated in accordance with the closing customs for San Francisco County, as determined by the Title Company.

10. Indemnity. City makes a number of representations and warranties as to its obligation to investigate the condition of the property. The City also indemnifies the District against any losses resulting from any entry onto the Property.

SAN FRANCISCO UNIFIED SCHOOL DISTRICT
San Francisco, California

## SUBJECT:

The Sale of a Portion of the Southeast Corner of the Dr. Martin Luther King, Jr. Academic Middle School's Playground to the City and County of San Francisco for the Construction of a City Library.

## REQUESTED ACTION:

That the Board of Education authorizes the Superintendent of Schools or her designee, the Director of Real Estate, to negotiate and enter into an *Agreement of Sale* to the City and County of San Francisco, for a parcel of land, to be subdivided, which is located in the southeast corner of the playground of the Dr. Martin Luther King, Jr., Academic Middle School. The parcel would be used for the construction of a City owned public library. The sale price of the parcel to be $1,287,000 as determined by an independent "fair market" appraisal dated September 2002.

## BACKGROUND:

The City and County of San Francisco have proposed a plan to purchase from the District a portion the playground at Martin Luther King Middle School, for the construction of a public library. The orary would provide a great benefit to the District through the provision of programs and resources for schoolchildren and teachers of Martin Luther King Middle School and E.R. Taylor Elementary School and the surrounding community.

Library staff and staff from both Martin Luther King and E.R. Taylor Elementary school's have developed a joint use cooperative agreement that is required by the State Library. This agreement focuses on the implementation of a family literacy center and a homework center at the branch library and must be approved by the Library and the School District Board. Although there is in-kind support required in this agreement, there is no direct fiscal impact for the District.

The City's Department of Real Estate will survey the parcel and prepare the necessary information for subdivision. Upon completion of the sale, the Library and the District will develop a project team to determine how impacts of project development and construction can be mitigated at the school site. The City Attorney would draft the purchase and sale agreement for the transaction.

Although the District has expressed an interest in retaining a reversionary interest in the property, such an interest will impact the eligibility of the project for State funding. In order to receive State funding, the City must show marketable record title of the proposed site and the commitment to operate the facility as a public library for a minimum of forty years.

The project has been discussed three times before the full board and/or its Building & Grounds subcommittee; twice in a meeting of the Joint Board of Supervisors/Board of Education; and, at several community meetings, where it received support. The Principals of Martin Luther King Middle School and E.R. Taylor Elementary School have expressed strong support for this project.

| | |
|---|---|
| bmitted by: | Approved by: |
| Philip M. Smith | Tony Irons |
| Director of Real Estate | Chief Operating Officer |

# SAN FRANCISCO LIBRARY COMMISSION

## RESOLUTION NO. 1/03

### RESOLUTION FOR JOINT USE COOPERATIVE AGREEMENT BETWEEN THE SAN FRANCISCO PUBLIC LIBRARY (PORTOLA BRANCH LIBRARY) AND THE SAN FRANCISCO UNIFIED SCHOOL DISTRICT (MARTIN LUTHER KING, JR., ACADEMIC MIDDLE SCHOOL AND E.R. TAYLOR ELEMENTARY SCHOOL)

WHEREAS, on March 7, 2000, the voters of California passed Proposition 14, "California Reading and Literacy Improvement and Public Library Construction and Renovation Bond Act of 2000" approving general obligation bonds in the amount of $350,000,000 for the construction and renovation of local library facilities; and

WHEREAS, Proposition 14 requires that the state give first priority in funding for new library facilities to libraries that enter into specified types of joint use cooperative agreements with school districts; and

WHEREAS, on November 7, 2000, the voters of the City and County of San Francisco passed Proposition A, "Branch Library Facilities Improvement Bonds, 2000" approving general obligation bonds in the amount of $105,865,000 to fund the Branch Library Renovation Project which will replace or renovate 19 branch libraries, construct four new branches to replace those in leased facilities and a new library facility in Mission Bay, and acquire a new facility for library technical services; and

WHEREAS, the Capital Improvements Advisory Committee reduced Proposition A by $10,000, 000 in anticipation that the Library would receive Proposition 14 grants in at least that amount; and

WHEREAS, one Branch Library Improvement Program project is a new Portola Branch Library to be built on property adjacent to the Martin Luther King, Jr. Academic Middle School; and

WHEREAS, the San Francisco Public Library and the San Francisco Unified School District desire to enter into a joint use cooperative agreement satisfying the criteria for first priority funding from Proposition 14 for the new Portola Branch Library to provide needed services to the communities served by the E.R. Taylor Elementary School and the Martin Luther King, Jr. Academic Middle School as more particularly described in the Joint Use Cooperative Agreement by and between San Francisco Public Library and the San Francisco Unified School District dated ______, ("Agreement") on file with the Library Commission;

WHEREAS, the Agreement will improve the Library's competitive advantage in obtaining Proposition 14 funding while enhancing the Library's ability to meet the documented needs of the community to be served by the new Portola Branch Library; and

WHEREAS, the Library's obligations under the Agreement are conditioned upon the Library receiving Proposition 14 funding; and

WHEREAS, San Francisco Charter Section 9.118. requires the Board of Supervisors to approve the Agreement; now, therefore, be it

RESOLVED, that the Library Commission endorses and approves the Agreement; and urges the Board of Supervisors to approve the Agreement.

**As approved January 16, 2003.**

**Commission Secretary**

*San Francisco Public Library*
100 Larkin Street, San Francisco, CA 94102

**Memorandum**

To: Library Commission
From: Susan Hildreth, City Librarian
Re: Portola Branch Library Site Selection
Date: May 16, 2002

Staff is recommending that the Commission approve the Martin Luther King School site and the Boys and Girls Club site as preferred sites for the new Portola Branch Library. Staff also recommends that the Commission direct the City's Real Estate Division to enter into purchase negotiations with the San Francisco Unified School District for the Martin Luther King School site and, if those negotiations are not successful by July 1, 2002, proceed with purchase negotiations for the Boy and Girls Club site.

I wanted to recap the history of the Portola Branch site selection process for your information. The new Portola Branch Library is planned as a 6,000 square foot building, which would require a site of at least 8,000 square feet, ideally. Given those parameters, Charlie Dunn, City Real Estate, surveyed the neighborhood for potential sites. The Library held a community meeting on April 5, 2001, in which seven sites were presented for consideration. Although there was not one site that stood out as ideal, the field was narrowed to three sites for consideration, including the current leased location. On August 7, 2001, four sites were presented to the Library Commission for serious consideration, and the Commission authorized Real Estate to pursue information on these four options. The results of that investigation is as follows:

> **2450 San Bruno Ave. – Current leased location**
> Owner may be willing to sell, but relocation costs for current businesses, other than branch library, would be high; and location, although visible, is at a very dangerous corner with heavy traffic.
> **2574 San Bruno Ave. – Boys and Girls Club**
> Initially proposed as a partnership with the Library and Boys and Girls Club, owner is now willing to sell building and property for sole use of Library.
> **2660-2670 San Bruno Ave. – Round Table Pizza**
> Although this site as not been seriously researched, there would be sizeable relocation benefits for current use.
> **350 Goettingen – Martin Luther King Middle School site**
> **(corner of Bacon and Goettingen)**
> This site was suggested to the Library by James Taylor, principal of MLK Middle School, after April 2001 public meeting. Library and Real Estate staff have focused on this site as the best possibility and has invested much time in reviewing this potential sale with San Francisco Unified School District.

A site selection update was presented by myself and Marilyn Thompson at a District 10 community meeting held by Supervisor Maxwell on February 23rd at the MLK Middle School auditorium. An additional public meeting was held on March 6, 2002, at the branch to update the community on the site selection process. There was strong preference for the MLK school site. Also some preferred that the Library remain at the current site and some felt the Boys and Girls Club as a stand-alone library project would be viable.

The site acquisition budget for Portola is $1,770,000. Independent appraisals must be completed for any property that the City purchases. Although Real Estate is in the process of contracting for appraisals, it appears that, based on informal assessment, either recommended property could be obtained within the budgeted cost.

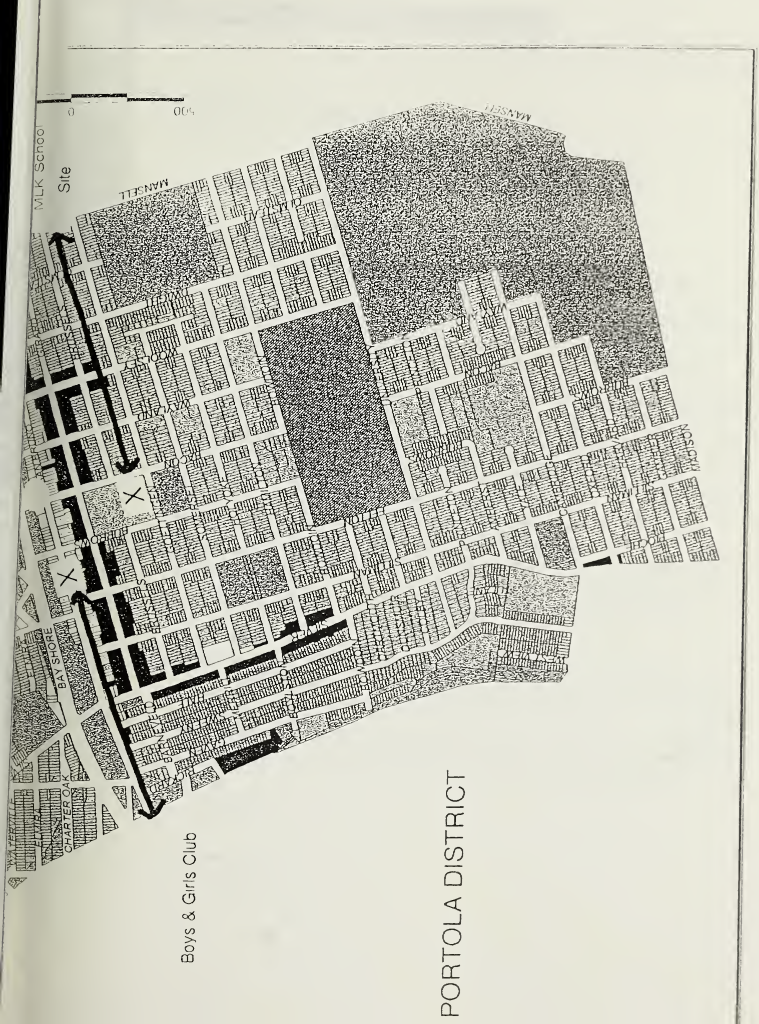
Staff is recommending your serious consideration of two of the sights described above. We believe that the MLK site is the best option and the Boys and Girls Club is also a very good alternative. Here is a summary of key points regarding the sites:

**Martin Luther King Middle School – corner of Bacon and Goettingen**

- Potential cooperative service agreements with neighboring schools would make this project a first priority for Prop 14 funding. We would anticipate a Cycle 2 application (due March 2003) so that purchase and sale agreement must be negotiated immediately.
- Provides for great opportunity for cooperation of branch with three neighboring schools – MLK Middle School, ER Taylor Elementary School and St. Elizabeth's. Branch library would not be a school library, but would complement the activities of the schools.
- Structured as a fair-market sale – City would purchase approximately 8,000 square feet from SFUSD and use for branch library
- Proposal has been discussed positively at the Buildings and Grounds Committee of SFUSD on April 3rd and has been discussed several times before the SFUSD – SF Board of Supervisors joint committee.
- Corner location provides distinct and separate image and space for public library. Adjacent school grounds will be improved.
- Although Library is not required to provide parking, there will be some street parking available at this location.

**Boys and Girls Club – 2574 San Bruno Ave.**

- Location on San Bruno Ave., which is the main commercial street of the Portola district. Highly visible location for branch library.
- Stand-alone project is easier to construct and operate than the initially proposed partnership with Boys and Girls Club.
- No issues regarding possible discomfort of adults visiting public library near school campus.
- Site is 8,120 square feet, which is adequate for current plans but would require additional floors to provide for any significant expansion.
- Very limited street parking on San Bruno.


MLK School
Site
0
500
MANSELL
MANSELL
BAY SHORE
CHARTER OAK
ELMIRA
MADISON
X
X
Boys & Girls Club
PORTOLA DISTRICT

Dr. Martin Luther King Jr. Academic Middle School

MLK Home | Daily Blog'etin | Blog'seum | Library Agenda | mlkNews | Staff | Technology Tales

# Digital Library Agenda

Home
On-line Databases
Web Search
F.Y.I. & Fun
Student Suggestions
Teacher Suggestions
mlkChat
Portola Branch Library
Feedback/About
previousBlog

Class/Teacher Blogs

Go to...

Discussion
Chronological
By Topic

Search This Site

Search

Membership
Join Now
Login

## School and public library collaboration

What we have accomplished so far:

- Traditional book talk visits to classes by teen and children's outreach librarians
- Student participation in the preview of new branch architectural designs
- Coolaborative hosting of the city's Poet Laureate for a public reading
- First ever check out of books and issuance of library cards on site at an SF middle school
- First ever "corporate account" for password protected use of the public library databases at the same school site
- Student participation in the survey of thier community's wishes for the new branch library's services
- Two years of week long trainings for six MLK teachers in the mysteries of SFPL's on line databases
- Two years of successful 8th. grade long term research projects
- Design and hosting of two web sites for local branch staff use, including RSS (Rich Site Summary) functionality for school research product updates

In their own words: Some responses to evaluation questions asked of 8th. graders who'd completed an 8 week I-Search research project that required training and use of SFPL's online databases:

**1. In the I Search project, what did you learn about using the school and public libraries including online databases, for research?**

- Byan_Y - I learned that the databases and the research libraries had one of the most detailed research notes on my topic than any other sources of information.
- Amy_H - I learned that you can actually get a lot of information using the internet and online databases. It is much faster than actually going to a library and looking for a book. By using the internet, you save more time and learn more faster.

**2. In the I Search project, what did you learn about reading difficulty text?**

- Read every paragraph and every line and if you don't understand a paragraph, look up the word and its meaning.
- I learned from reading difficult text is that I should always carry a dictionary with me, ha ha, so I can look up the words that I don't understand. Also I should try to put things in my own words, because if I don't understand the words. How are my readers going to understand them? And then my report is going to sound really bad.

**3. We used SFPL's InfoTrac Kids Edition, InfoTrac and Gale Biographical Resources Center. Some of you explored other online databases as well. How did these databases help you in your research?**

- Jay F - They really helped me alot. For the Gale Biographical Resources Center, I get to learn more about Matt Groening. Inside his biography, there were answers [to] ... my questions. Very interesting how he made connections between the cartoon and himself.
- Byan_Y - The online databases from SFPL really helped a lot because I found alot of sources and alot of interesting text about my topic.
- Dominique_E - They helped great. I used the infoTrac and I found a lot of resources and articles about the world's most largest lizard, the Komodo Dragon.

4. What has been the most challenging or frustrating thing about doing research for you? How have you met this challenge or overcome the frustration?

- Byan_Y - The hardest thing for me was to find the right text that would answer the questions. I overcame this challenge by looking thoughtfully at all the text represented.
- Biyin_Y - The frustration was that I don't know what to do at first, like finding the right source. Later my teacher showed the whole class a lesson {with] steps of how to find the right source, like not too long and not too short.

**5. What valuable computer and research skills do you have now that you didn't have before starting this I Search project?**

- Helen_L - After this project I know more online databases where I could find information that I need for future reports. I also learned how to effectively use notes and how to put them in my own words.

6. In what ways have you become a better researcher?

- Vivien K - I have become a better researcher by the things that I've learned how to do like copying [and] pasting texts, and learning more about the topic that I was working on.
- Biyin_Y - I have become a better researcher because I knew how to how to find print source and internet sources to find good notes now. I also know how to find images too.
- Helen_L - I think I am a better summarizer. I am more aware of what types of text have more useful information. I think I'll also be able to write better reports.

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Bay Area Writing Project

XML

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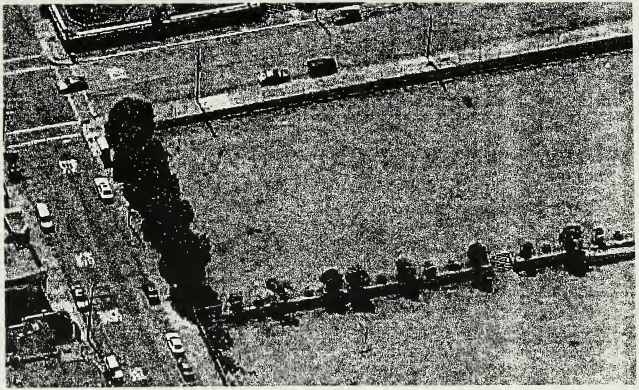

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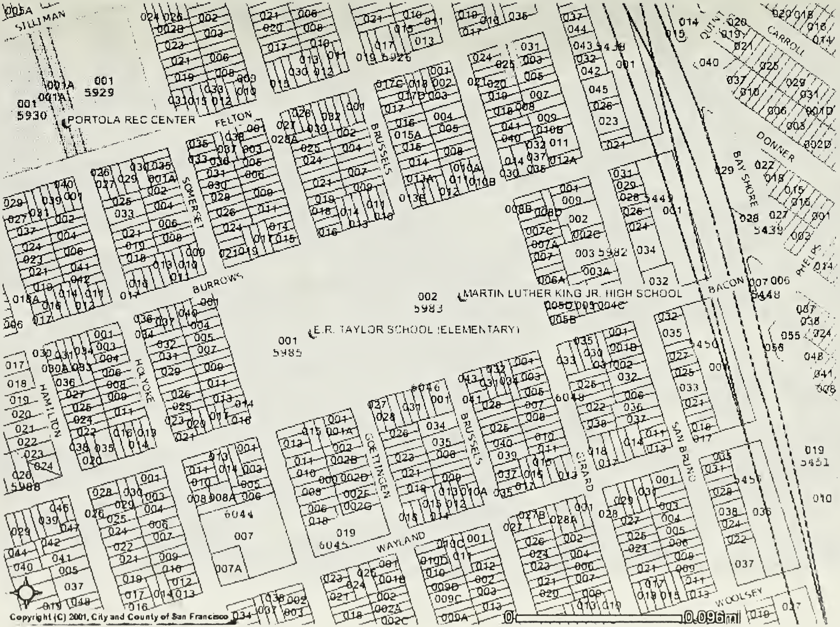
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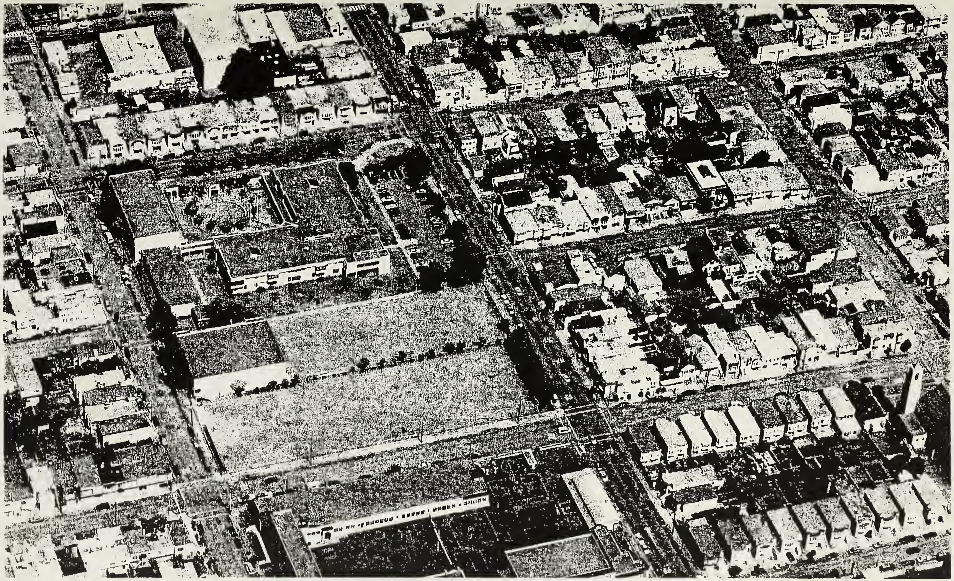

Martin Luther King, Jr. Middle School
Looking East

San Francisco Public Library
Strategic Planning

Community Planning Committee
April 23, 2003

Present: Luis Calderon, Alan D'Souza, Elizabeth Juarez, John Kenny, Doug King, Judith Lujan, Marcia Popper, Hon. Carol Steiman, Joan Walton, Blaine Waterman, Jensa Woo, Monique Zmuda

**SFPL Observers:** Susan Hildreth, Paul Underwood, Toni Bernardi, Marcia Schneider, Roberto Estevez, Mary Hudson

**Facilitator:** Gail McPartland

## Update on the Planning Process

Since the last Community Planning Committee meeting on Feb. 19, much work has been done on the plan. Highlights include:

- Feb 26 – First meeting of the Staff Focus Group to review and perform a SWOT (Strengths, Weaknesses, Opportunities, Threats) on the preliminary service responses chosen at the Feb. 19 meeting.
- Mar 4 – Update on planning activities provided to the Library Commission
- Mar 26 – Second meeting of the Staff Focus Group to complete work on the SWOT analysis of the preliminary service responses

Members also reviewed two strategic planning products to demonstrate how the strategic plan might be used. First, a brochure titled "San Francisco Public Library System, A Community Vision, Five-Year Plan" a brochure from a previous planning exercise that is used to promote the library's commitment to the community. Second, a strategic plan for the Richmond Branch drafted by Paul Underwood, Deputy City Librarian, which is required as part of the library's application for state monies for branch renovations and new buildings. The Richmond plan incorporates several elements from the previous *Planning for Results* model, including service needs, goals and objectives. Note the "service needs" are now referred to as "service responses".

## Review Visioning, Needs, Needs the Library Can Address, Preliminary Service Responses

Members reviewed a handout summarizing the outcomes of the Feb. 19 meeting, including a vision of San Francisco for the future, the needs if the vision is to be accomplished, needs the library can address, and the preliminary service responses chosen to assist in reaching the vision.

## Review and Discussion of the Preliminary Service Responses

Members reviewed the 5 chosen preliminary service responses, using tools extracted from the *New Planning for Results* and feedback from the Staff Focus Groups.

Commons – "helps address the need of people to meet and interact with others in their community and to participate in public discourse about community ideas."

In the group discussion, members found this problematic as a service choice since meeting space is for the most part a fixed entity in the libraries. Members felt the goal of community meeting space would compete with space for collections. One member suggested 'clustering' the commons by designating specific branches to serve multiple neighborhoods in the community. This would alleviate the need for commons space in each branch. Members also voiced concerns that "commons" being achieved through technology such as videoconferencing since it seems to address a specific need and clientele at this time and is not a mainstream technology yet. Specific issues raised by members:

- Problematic – branches have fixed footprints
- Community rooms complete with space with the collections
- Chiefly used by seniors and youth after school
- Problems being all things to all people
- Space/footprints of branches might create disparities in services in different communities
- Branches – Can the commons be 'clustered' in service areas so branches with good meeting space can be designated as a commons for multiple areas?
- Quiet study areas are also needed
- Noise barriers are needed
- Collections need room
- Videoconferencing
    - would bring opportunities to the library
    - would bring library to neighborhoods
    - would it be for large groups or small groups?
    - Who would have access?
- Would draw community to library to facilitate use of other services
- Common area for groups
- Programs are different than meeting space
- Staff time is required for programs
- Can we forego other services to have spaces open after hours?
- Flexible space/flexible use

General Information – "helps meet the need for information answers to questions on a broad array of topics related to work, school, and personal life"

Members discussed the ongoing need for trained, professional library staff to assist in answering a broad array of questions for patrons. Concern was expressed over the amount of time librarians spend troubleshooting computers and training people to use technology versus assisting with actual questions. There was an acknowledgement that information is now technology-driven and that technology will continue to play a dominant role in delivering information. Specific issues raised by members:

- Is there staff buy-in? Or is staff resistant to change?
- Lots of change is happening and will continue to happen, e.g. the new online catalog
- Patron resistance to change
- Old [catalog] system falls apart – librarians spend more time troubleshooting, spend more time as technicians
- Technology is increasing and more information is available online only
- Can we have 'roving' techs to alleviate burden on library staff?
- Do we still need reference with the Internet? YES!!!
  - To provide quality control on information
  - To assist people when the Internet fails
  - To help interpret information
  - To find resource that are in books and other materials besides the Internet
- Need librarians, not technicians
- Librarians have advanced searching skills and are able to find information quicker
- Need more librarians with high-level skills, not technicians
- 24hr/email reference is very valuable, e.g. Q and A Café, an online reference service that is available throughout the state
- Kids/Youth – how to reach this group?
  - Prominently display "Ask a question" on the website
  - Electronic resources become more valuable as people become more computer savvy
  - One-on-one interactions as teaching mechanism for evaluating tools
  - Reinforces need for classes
  - Tie website to school websites
  - Can we increase the role in schools?

Government Information – "helps satisfy the need for information about elected officials and governmental agencies that enables people to participate in the democratic process."

Members acknowledged the strong collection of government information already being collected. Concerns were raised about outreach and marketing of the service so the community would be aware of the valuable resource. Specific issues raised by members:

- Library does well in this area
- A resource for government agencies and others

- Staff raised concerns over the issue of partisanship Could the library remain a neutral entity if it engaged in civic discourse?
- Question regarding staff concerns about Librarians' Index to the Internet indexing San Francisco sites. Can they do a good job? [N B. Roberto Esteves reports on a contract with Librarians' Index to the Internet in which they will actively index SF sites. The staff concerns raised earlier appear to have been settled.]
- Would be nice to let public know what's available
- Programs where the library posts election results and tax information are highly regarded
- Can we have more publicity in branches?
- Public training – attendees aren't aware of the depth of content on the website
- Consider a docent operation where volunteers promote the service to outside organizations such as schools; don't promote only from the website
- Library a gateway to government information, resources and services; not just documents, e.g. efforts are underway in the City to enable 311 as a telephone exchange for government referral services

Information Literacy – "helps address the need for skills related to finding, evaluating, and using information effectively."

Members acknowledge the growing need for critical thinking skills in people of all ages. There is concern over the library taking an active role in this area since an effective program would require large amounts of staff resources. Members wondered if the library was the better place for solving this issue and considered other venues to address the problem, including local community colleges. Specific issues raised by members:

- Lack of critical thinking skills
- Library has a critical, evolving role.
- Branches do conduct orientations and classroom visits
- Outreach
- Main library has 2 distinct computer labs; labs are not available at the branches
- Information is in a transition period – from print to electronic
- What do you teach?
- Web versus print resources
- Concern over staff reaction
- Is staff unwillingness really fear?
- Duplication of effort? Isn't this being taught at City College?
- What is budget impact
- Can it help local librarians by alleviating need for one-on-one instruction?
- Will there be staff overload?
- Look outside existing budget
    - Will we diminish collections to provide instruction?

- Can we use volunteers and what would union reaction be?
- How will this make the library more robust?
- Investment in literacy
- Create a traveling training program to circulate among branches
- Create self-paced teaching

Lifelong Learning – "helps address the desire for self-directed personal growth and development opportunities."

Members discussing this topic found a need for in this area. They would like to see a library role in preserving general literature, classic works and authors, and poetry. Beyond preserving literature, they see an active library role in introducing people to classic works. Specific issues raised by members:

- Focus on targeted collections
- What about general literature, authors, poetry, etc.
- Classics – need to have more than one copy in the system and need to provide supporting materials
- Libraries introduce people to works

Addendum from the Staff Focus Group

As a follow-on discussion, members heard a staff suggestion that the Community Planning Committee reconsider a service response under "Current Topics and Titles" as a good fit for current reading and a great place to highlight the book collection. The staff response stressed that reading, books and all library collections and services can be a strong element of some or all the final service responses.

### Selection of the Library Service Responses

The New Planning for Results model recommends focusing the strategic plan on three – no more than four – service responses. Based on the in-depth discussion, members are asked to select three service responses the library should focus on in the final plan. Before final selection, members were asked to review the original list of 13 Library Service Responses to determine if any should be reconsidered as the final service responses are selected. Members asked that Current Topics and Titles be added to the final selection process.

To determine group consensus, members were asked to vote on their top three choices for the library service responses. Members gave three (3) points to their top choice, two (2) points to their second choice, and one (1) point to their third choice. Outcomes of the informal polling showed the following results:

| Service Response | Actual Votes | Vote Total | Ranking |
|---|---|---|---|
| Commons | 1 – 1 – 1 | 3 | 5 |
| Current Topics and Titles | 3 – 2 – 2 – 2 | 9 | 3 |
| General Information | 3 – 3 - 2 – 3 – 3 – 3 – 3 - 2 –1 | 23 | 1 |
| Government Information | 2 – 1 – 1 - 1 | 5 | 4 |
| Information Literacy | 2 | 2 | 6 |
| Lifelong Learning | 2 – 1 – 1 – 2 – 3 - 3 | 12 | 2 |

Members were asked if the informal polling agreed with the consensus of the group. Members acknowledged agreeing with the outcome.

Based on the outcome, the Community Planning Committee will recommend the library focus on three service areas: General Information, Lifelong Learning, and Current Topics and Titles in the draft strategic plan. Members were reminded that the outcome will be reviewed with the Library Commission. The Commission may alter or amend the chosen service responses.

Members were thanked for participating in the service response selection process and reminded that they will have an opportunity to review the final draft plan at the June 18 meeting.

**Next Steps**

- Library Commission will review the service responses at their May 1 meeting
- Library staff will draft goals, objectives, and measurables for the plan
- Draft plan will be presented to the Community Planning Group at an open meeting on June 18, 2003, 4-6pm, Latino/Hispanic Room A

## General Information

| | |
|---|---|
| Example of Needs Addressed | A library that offers General Information helps meet the need for information answers to questions on a broad array of topics related to work, school, and personal life. |
| What the Library Does and Provides | The library will offer print, nonprint, and electronic reference resources that cover a broad variety of topics. The library will provide staff skillful in determining users' needs and in locating relevant information that satisfies those needs. Internet access will be provided for staff and public use.<br>Alternative off-site means of accessing information resources such as dial-in service and computer kiosks in public places may be provided. The library will provide telephone information service and shold consider accepting and answering questions via fax and email. The library may locate, organize, and provide access to general information resources on a web page. |
| Some Possible Components | • Basic reference resources available through the library web page<br>• 24 hours electronic reference service (ability to email questions)<br>• Dedicated telephone reference service (not located at reference desk)<br>• Ready reference answers faxed to home or office<br>• Desktop videoconferencing (for transmitting schematic drawings, graphics)<br>• Bibliographic instruction programs |
| Target Audiences | All ages; however, it can be targeted to specific age groups such as seniors or primary school-aged children. |
| Service Aspects | Aspects that might be stressed include telephone reference service or other off-site access to basic information needs. |

Extracted from *The New Planning for Results, a Streamlined Approach*, Sandra Nelson for the Public Library Association, 2001

# Public Library S ice Responses

## Lifelong Learning

| | |
|---|---|
| Example of Needs Addressed | A library that provides Lifelong Learning service helps address the desire for self-directed personal growth and development opportunities. |
| What the Library Does and Provides | The library will provide and maintain an extensive collection of circulating materials on a wide variety of topics in which the general public has a sustained interest. Collections will be easily accessible and organized to encourage public browsing by subject area. Staff knowledgeable in subjects and topics of interest to the general public will provide expert assistance in locating materials of all types and in all formats. The library will develop pathfinders or other finding tools to assist library users in learning about specific subjects or topics for which there are frequent requests.<br>The library may build substantial retrospective collections on some topics and may provide collections in considerable depth in subject areas of local interest. The library may enhance typical subject and keyword access in the online public access catalog through the addition of supplemental user-friendly terms. The library may identify important web sites on topics of interest to the public and may organize them for public access on a web page. |
| Some Possible Components | • Electronic and printed pathfinders<br>• How-to programs on topics of general public interest<br>• Special topical displays of materials and resources<br>• Artist-in-residence programs<br>• Demonstrations and exhibits<br>• History and biography resources |
| Target Audiences | A service that applies to people of all ages. Special efforts can be make to encourage specific groups to use library resources to support their informal learning. For example, programs that teach very young children the joys of reading and efforts to provide high-interest, low-vocabulary materials for intermediate-aged children who are hesitant readers. |
| Service Aspects | Could build exceptional strength in a few specific subject areas such as travel, antiques, American history, fine arts, biographies or sports. |

## Public Library Service Responses

### Current Topics and Titles

| | |
|---|---|
| Example of Needs Addressed | A library that provides Current Topics and Titles helps to fulfill community residents' appetite for information about popular cultural and social trends and their desire for satisfying recreational experiences. |
| What the Library Does and Provides | The library will provide a current collection with sufficient copies of titles in high demand to ensure customer requests are met quickly. Materials will be offered in the formats and in the languages people want and will be selected primarily on the basis of local demand. The library's collections will be organized in ways that make items easy to find and will be merchandised to the public through the use of displays and display shelving. Staff knowledgeable of the content of best-selling tiles and the style of popular authors and performers will offer expert guidance to the public. The library will monitor prepublication review sources and publisher advertising campaigns to anticipate public demand. The library may track personal appearances, media appearances, publicity tours of authors, and the schedules and media reviews of artists' performances for the same reason. The library may offer programs such as book talks, book signings, performances, and exhibits that promote current and forthcoming releases. |
| Some Possible Components | • Book talks<br>• Author book signings<br>• Readers' advisory services<br>• Preview stations for videos and recordings<br>• Display shelving<br>• Drive-through check-out or return |
| Target Audiences | General adult public as well as to other age groups such as young adults or children. |
| Service Aspects | Could choose to narrow the scope by offering a current popular collection of materials in a particular format such as video. |

# Public Library Service Responses

## Government Information

| | |
|---|---|
| Example of Needs Addressed | A library that offers Government Information service helps satisfy the need for information about elected officials and governmental agencies that enables people to participate in the democratic process. |
| What the Library Does and Provides | The library will provide access to a wide selection of information by and about governmental agencies in print and electronic form. The staff will have full Internet access, and Internet access may be provided for public use as well. The library will provide staff knowledgeable in using government documents, searching the Internet, determining users' needs, and locating relevant information that satisfies those needs.<br>The library may serve as a federal, state, or local document depository. The library may initiate efforts to make local government information available online or through a web page and may be responsible for collecting, organizing, indexing, and disseminating this information. |
| Some Possible Components | • Electronic access to local government information<br>• Federal, state and local documents and records depository<br>• Public hearings and public access television broadcasts of public meetings<br>• Government contract and procurement center<br>• Town meetings with government officials<br>• Patent and Trademark Depository Library |
| Target Audiences | Could address specific government information needs of homeowners living within a floodplain area or of retired military in the library's service area. |
| Service Aspects | Might emphasize proceedings of a local city or county government or a focus on making unpublished records information such as tax assessments accessible electronically. |

Extracted from *The New Planning for Results, a Streamlined Approach*, Sandra Nelson for the Public Library Association, 2001.

# Commons

| | |
|---|---|
| Example of Needs Addressed | A library that provides a Commons environment helps address the need of people to meet and interact with others in their community and to participate in public discourse about community issues. |
| What the Library Does and Provides | The library will provide public space for meeting and gathering that is recognized as inviting, neutral, and safe by all individuals and groups in the community.<br>The library may provide a variety of meeting and gathering spaces including large meeting rooms, small group meeting and study rooms, and open public spaces that invite conversation and discussion. The library may provide electronic means of assembling, such as videoconferencing facilities. |
| Some Possible Components | • Large, medium and small meeting room spaces<br>• Community events bulletin board or kiosk<br>• Email accounts for the public (or information about free email service)<br>• Coffee shop or restaurant in the library<br>• Videoconferencing facilities<br>• Automated room scheduling |
| Target Audiences | Could target particular group for special attention, such as young adults or older adults. |
| Service Aspects | Could concentrate on a particular aspect of the service, such as community meeting room space if it partners with another organization or agency to provide community-based programming on a regular and ongoing basis. |

Extracted from *The New Planning for Results, a Streamlined Approach*, Sandra Nelson for the Public Library Association, 2001

# Public Library S vice Responses

## Information Literacy

| | |
|---|---|
| Example of Needs Addressed | A library that provides Information Literacy service helps address the need for skills related to finding, evaluating, and using information effectively. |
| What the Library Does and Provides | The library will provide training and instruction in skills related to locating, evaluating, and using information resources of all types. Teaching the public to find and evaluate information will be stressed over simply providing answers to questions. The library will provide access to information in a variety of formats and will offer public Internet training and access. Library staff will be knowledgeable about how people seek information and learn.<br>Staff may offer group classes, individual tutoring, or spontaneous one-on-one training in topics such as media literacy or finding resources on the Internet. The library may provide a computer laboratory or classroom. |
| Some Possible Components | • Classroom space<br>• Special programs on media literacy<br>• Computer laboratory<br>• Listening and viewing multimedia computer stations for critical evaluation of resources<br>• Basic library skills and bibliographic instruction<br>• Instructional technology |
| Target Audiences | Could target teaching critical thinking skills to children. Another could focus on training adults to use resources found on the Internet. |
| Service Aspects | Could emphasize teaching effective strategies when using various Internet search engines or instruction in how to perform expert or complex searches on the library's online catalog. |

Extracted from *The New Planning for Results, a Streamlined Approach*, Sandra Nelson for the Public Library Association, 2001.

*San Francisco Public Library*
100 Larkin Street, San Francisco, CA 94102

**Memorandum**

To: Library Commission
From: Susan Hildreth, City Librarian
Re: Reconstitution of Branch Library Improvement Program (BLIP) Advisory Committee
Date: May 31, 2003

I have prepared a draft revised charge for the reconstituted BLIP Advisory Committee that I am recommending for your consideration. I would like to address several issues mentioned in discussion on this matter on May 20th.

- Concern was expressed that the committee was too large. At 21 members, I think it is highly unlikely that we would have 100% regular attendance and would be working with a group of about 15 people at any one meeting. The Civil Grand Jury has 19 members and functions well. I believe that with clear cut agenda and effective meeting management, this size group would function well.

- Concern was expressed that neighborhood interests, specifically the Coalition for San Francisco Neighborhoods, should be represented on the body. I feel that several current and proposed members, the Council of Neighborhood Libraries, San Francisco Tomorrow and representatives appointed from each Supervisorial district, will provide effective representation of neighborhood interests. Having said that, I do think that representation of the Committee should be flexible and able to be modified by the Library Commission.

- The role of the Committee was discussed. I see the work of this Committee will be informed by active involvement and discussion of each neighborhood as projects are developed over the life of the program. Although there was some discussion about broadening the scope of the Committee, I believe that most aspects of the library service program will be addressed through reviewing all the issues surrounding facility renovation and construction.

I would urge the Commission to approve this recommendation. This is an exciting time for the branch bond program. I look forward to reconstituting the BLIP Advisory Committee and sharing the excitement and wealth of information about the program with the current and new members.

Attachments

5/31/03 DRAFT

# SAN FRANCISCO PUBLIC LIBRARY COMMISSION BRANCH LIBRARY IMPROVEMENT PROGRAM ADVISORY COMMITTEE

## CHARGE

In November 2000, the voters of San Francisco approved Proposition A, the Branch Library Improvement Program, a $105.9 million bond to support the renovation of nineteen branch libraries, the construction of four new branches to replace branches currently in leased facilities and the construction of a new branch in Mission Bay.

In October 2001, City Librarian Susan Hildreth recommended that the Branch Library Improvement Program (BLIP) Advisory Committee be convened in response to the Library Commission's concern that there be broad-based oversight in place for the Branch Library Improvement Program. The Committee was convened and included members from stakeholder groups and City staff.

In June 2003, the Committee was reconstituted and expanded as a committee of the Library Commission, with representatives from each Supervisorial district, appointed by the district Supervisors, a representative appointed by the Mayor, and representatives of various stake-holder organizations with an interest in the bond program. All City staff and appointed officials from the previous committee serve in an advisory, resource capacity. The duration of the appointment of a representative is flexible, but generally lasts at least two years. The Committee meets at least bi-monthly and is staffed by the Commission Secretary. A chair is selected annually from the Committee membership. The Committee reports to the Board of Supervisors and the Library Commission.

The Committee serves as a review panel and sounding board for the Branch Library Improvement Program to the Library Commission and the Mayor and the Board of Supervisors. Issues considered include:

- schedule of the bond program and specific projects
- financial reports on bond expenditures
- service and program issues relating to allocation of spaces and facility design
- collection make-up, size and maintenance in new and renovated facilities
- design issues relating to historic preservation and accessibility
- potential partnering opportunities for projects
- planning for services while buildings are closed for construction

The work of the Committee will be integrated with extensive community involvement as projects are developed in each neighborhood over the life of the program.

*San Francisco Public Library*
100 Larkin Street, San Francisco, CA 94102

**Memorandum**

To: Library Commission
From: Susan Hildreth, City Librarian
Re: Reconstitution of Branch Library Improvement Program (BLIP) Advisory Committee
Date: May 17, 2003

**Background**
Recently, some members of the public have suggested that legislation be introduced to create a citizen's advisory committee (CAC) for the San Francisco Public Library. This concept is based on legislation that was introduced last year by then Assemblyman Leland Yee. Supervisor Jake McGoldrick has met with these members of the public and with library staff, both individually and jointly. Supervisor McGoldrick has ably facilitated discussions that have resulted in my recommendation regarding the modification and expansion of the Branch Library Improvement Program (BLIP) Advisory Committee, an existing oversight body that currently is convened by the City Librarian. A CAC would provide oversight for all functions, programs and services of the Library, the same scope that the Library Commission now performs. The reconstituted BLIP Advisory Committee will focus on the Branch Library Improvement Program and review a wide variety of service issues that are emerging as part of the branch renovations.

The Library's policy-making body is the **Library Commission**, with all members appointed by the Mayor. The Library has also established additional oversight bodies to obtain public input and provide forums for public discussion.

- In the 1980's, during very difficult financial times, the Library convened the **Council of Neighborhood Libraries**, which includes at least one representative from each of the 26 branches, and continues to meet on a monthly basis to discuss branch service issues.
- After the passage of the Branch Library Improvement Program in November 2000, the Library Commission was concerned about insuring broad citizen oversight for the branch bond program. In response to those concerns, the Library established the **BLIP Advisory Committee** that was designed to address program-wide issues with the bond program, such as accessibility, design excellence, alternative services during closure, nature of materials collections and services in new and renovated branches.
- The Bond Program is also reviewed regularly by the **Citizen's General Obligation Bond Oversight Committee,** recently launched as an outcome of voter approval of Proposition F "Citizen Oversight of Bond Expenditures" in the election of March 5, 2002.

- The Library sponsors several public meetings in each neighborhood as a branch library is being renovated or constructed.

**BLIP Advisory Committee**

Currently the BLIP Advisory Committee has a mix of members including both members of the public and City and Library staff members. In forming the BLIP Advisory Committee, stake-holder organizations that had interests in the Branch Improvement Program were identified and solicited to make appointments to the Committee. The City Librarian convened the committee and confirmed all the appointments, after receiving direction to organize the Committee from the Library Commission in October 2001. Please see that attached current membership list and committee charge. The Committee has been meeting regularly since April 2002 and has discussed and reviewed many facets of the Branch Library Improvement Program. Library staff has been convening meetings, preparing agendas and documents. All agendas and minutes are shared with the Library Commission and available for the public.

**Recommended Modifications/Expansion for the BLIP Advisory Committee**

The Committee was intended to perform a significant advisory role to the Library Commission regarding program-wide issues of the bond program. In order to insure the fulfillment of this role, I am recommending the following changes for the Committee.

- To insure that each Supervisorial district has representation on this body and that supervisors have clear input in the bond program, expand the Committee so that each supervisor appoints a Committee member who is a library user from his/her district. Currently, the supervisors have one appointment made by the President of the Board. Also, the Mayor would be able to appoint one Committee member. These appointments would be made by each supervisor and the Mayor individually, and not through the City's Rules Committee process.
- Structure the Committee so that it reports regularly to both the Library Commission and the Board of Supervisors.
- In order to provide the highest level of public access for the Committee, charter the the Committee as a committee of the Library Commission, which requires full Sunshine compliance for the body. Currently, it is a passive meeting body. The Commission Secretary would assist in staffing committee.
- Hold committee meetings,, at a minimum, on a bi-monthly basis, with the chair elected from the members.
- Because the BLIP Advisory Committee would become a committee of the Commission, the Commission representative (Commissioner Helen Bautista) would no longer be a member, but could continue to serve in a liaison capacity.
- Add San Francisco Tomorrow as an organization that would appoint a representative to the Committee to represent neighborhood interests, in addition to the Council of Neighborhood Libraries' representative.
- Request that the San Francisco Unified School District appoint a member of the public with an identified interest in school library services. Currently, the representative is an SFUSD staff member.
- Identify an architectural organization that represents interest in a wide variety of architectural styles and request that a member be appointed. Request that the

Landmarks Preservation Advisory Board (LPAB) member serve as a resource to the Committee, as all historically significant projects must be reviewed by this LPAB through the City design review process.

- Current City and Library staff members of the Committee become ex-officio members who serve as resources for the Committee. These members would attend meetings as needed.

The proposed revised Committee roster is outlined below:
**BLIP Advisory Committee (21 members)**
Board of Supervisor appointments (11)
(Note that Donna Mandel was appointed by former Board President Tom Ammiano)
Mayor's at-large appointment (1)
Commission on Aging and Adult Services (1 seat, vacant)
Council of Neighborhood Libraries (Chet Roaman, alternate Melinda Adams)
Friends & Foundation of the San Francisco Public Library (Glen Ramiskey)
San Francisco Beautiful (Robin Chiang)
San Francisco Planning and Urban Renewal (Peter Winkelstein)
San Francisco Public Library Accessibility Panel (Harry Mar)
San Francisco Tomorrow (1 seat, to be appointed)
San Francisco Unified School District (1 seat for a member of the public, currently Ann Dalton, SFUSD staff)
Youth Commission (Joanna Gin)
**Staff/Resources for BLIP Advisory Committee (13 members)**
Susan Hildreth, City Librarian
Mike Housh, Commission Secretary
Helen Bautista, Commission Liaison
Donna Corbeil, Chief of Branches, SFPL
Mindy Linetzky, Bond Program Administrator, DPW
Marilyn Thompson, Bond Program Manage, DPW
Paul Underwood, Deputy City Librarian, SFPL
Deputy Director, Department of Public Works
Ken Bukowski, Department of Children, Youth and Their Families
Denise Castaneda, Department of Neighborhood Services
Gary Hoy, Department of Parks and Recreation
Tim Kelly, Landmarks Preservation Advisory Board
Dawn Kamalanathan, Mayor's Budget Office

**Recommendation**
I am presenting this report as an action item for your consideration. Knowing that this is a detailed matter and that you may wish further review, it could be tabled for a future meeting, but I would urge you to act in a reasonably timely fashion on this issue, as it is an important one and represents much interest from both citizens and Board of Supervisor members. Attached is a letter of support for this proposal from SPUR and the Friends & Foundation also support these proposed changes.
Cc: Supervisor Jake McGoldrick
Attachments

# Branch Library Improvement Program (BLIP)
# Advisory Committee

| First | Last | Affiliation |
|---|---|---|
| Melinda | Adams | Council of Neighborhood Libraries - alternate |
| Helen Marte | Bautista | Library Commission |
| Ken | Bukowski | Dept of Children, Youth, and their Families |
| Denise | Castaneda | Dept of Neighborhood Services |
| Robin | Chiang | San Francisco Beautiful |
| Ann | Dalton | San Francisco Unified School District |
| Joanna | Gin | San Francisco Youth Commission |
| Gary | Hoy | Dept of Recreation and Parks |
| Dawn | Kamalanathan | Mayor's Budget Office |
| Tim | Kelley | Landmarks Preservation Advisory Board |
| Harlan | Kelly Jr. | Dept of Public Works |
| Donna | Mandel | Board of Supervisors |
| Harry | Mar | SFPL Accessibility Panel/Dept of Public Health |
| Glen | Ramiskey | Friends & Foundation of the SFPL |
| Chet | Roaman | Council of Neighborhood Libraries |
| Peter | Winklestein | SPUR |

## Library Staff

| | | |
|---|---|---|
| Donna | Corbeil | Chief of Branches |
| Susan | Hildreth | City Librarian |
| Mindy | Linetzky | Bond Program Administrator |
| Marilyn | Thompson | Bond Program Manager |
| Paul | Underwood | Deputy City Librarian |

05/19/03

# BRANCH LIBRARY IMPROVEMENT PROGRAM ADVISORY COMMITTEE

## CHARGE

In November 2000, the voters of San Francisco approved Proposition A, the Branch Library Improvement Program, a $105.9 million bond for branch libraries. This program represents a plan to renovate most library branches and to replace leased facilities with City-owned libraries.

In October 2001, City Librarian Susan Hildreth recommended that the Branch Library Improvement Program Advisory Committee be convened in response to the Library's Commission concern that there be broad-based oversight in place for the Branch Library Improvement Program. The Committee includes representatives from the following stake-holder groups: the Library Commission, the Mayor's Budget Office, the Board of Supervisors, the Departments of Public Works, Neighborhood Services and Recreation and Parks, the Commission on Aging, the Youth Commission, the San Francisco Public Library Teen Advisory Council, the San Francisco Unified School District, the Landmarks Preservation Advisory Board, the San Francisco Public Library Accessibility Panel, the Council of Neighborhood Libraries and the Friends & Foundation of the San Francisco Public Library. Each of these groups was asked to appoint a representative to this Committee. The duration of the appointment of a representative is flexible, but would ideally last at least two years. The Committee will meet quarterly.

The Committee serves as a sounding board and oversight panel for the Branch Library Improvement Program. Minutes of all Committee meetings will be submitted to the Library Commission. Types of issues and information to be reviewed by the Committee include the schedule of the bond program and specific projects, financial reports on bond expenditures, potential partnering opportunities for projects, design issues relating to historic preservation and accessibility, service and program issues relating to allocation of spaces and facility design, continued development of a community and public input process for individual projects and the bond program as a whole, planning for services while buildings are closed for construction and other issues that are identified as the bond program progresses.

NEIGHBORHOODS

[illegible]
President
[illegible]
[illegible]

*Treasurer*
Dick Millet 661-0545
*Recording Secretary*
Steve Gruel 731-9631
*Corresponding Secretary*
John Barry 564-0225
*Members-At-Large*
Mary Helen Briscoe
Daniela Kirshenbaum
Tony Sacco

*Bayview-Hunters Point*
*Coordinating Council*
*man Area Nieghborhood Group*
*ista Neighborhood Association*
*yuga Improvement Association*
*alley Improvement Association*
*Cow Hollow Association*
*ores Heights Improvement Club*
*nd Heights Neighborhood Assn*
*ssion Improvement Association*
*sion District Improvement Assn*
*Friends of Islais Creek*
*Friends of Noe Valley*
*Glen Park Association*
*e Heights Neighborhood Assn*
*est Portal Neighborhood Assn*
*ner Sunset Action Committee*
*al Heights Improvement Assn*
*Marina Civic Improvement*
*& Property Owners Assoc*
*raloma Park Improvement Club*
*sion Creek Harbor Association*
*on Terrace Improvement Assn*
*North Beach Neighbors*
*enhance Neighborhood Assn*
*Oceanview Merced Heights,*
*ngleside - Neighbors in Action*
*Mission Residents Association*
*Heights Residents Association*
*ande Residents Organization/*
*Stanyan-Fulton*
*Boosters Neighborhood Assn*
*mond Community Association*
*Hill Improvement Association*
*Russian Hill Neighbors*
*Sunset Heights Association*
*of Responsible People*
*t-Parkside Education & Action*
*Committee*
*Telegraph Hill Dwellers*
*ks Council & Open Space*
*Conservancy*
*aks Improvement Association*
*ce Valley Neighborhood Assn*
*dio Neighborhood Association*

May 28, 2003

**Re: CSFN Seat on Branch Library Improvement Advisory Committee**

Dear Supervisor McGoldrick & Ms Hildreth,

In light of the intense interest in the renovation of our branch libraries in every community, the Coalition for San Francisco Neighborhoods believes the people's interests would be better served if CSFN's 38 member organizations had a voice in the process. This can best be accomplished by giving the CSFN a seat on the expanded Branch Library Improvement Program Advisory Committee.

As the column on the left indicates, there are 38 organizations in the CSFN, ranging from the Bayview to West Portal, from Oceanview to Mission Creek Harbor. There are four groups representing neighborhoods with large Asian populations, one of the major consumers of library services. Reserving a seat for the CSFN would send a clear message that the library is committed to ethnic diversity and welcomes a wide range of citizen views. Our representative would speak for a large number of people throughout the city who might not be heard otherwise.

Sincerely,

Barbara Meskunas

Barbara Meskunas, CSFN President

cc: Board of Supervisors
Library Commission
Supervisor Jake McGoldrick
Susan Hildreth, City Librarian

*San Francisco Public Library Commission*
100 Larkin Street, San Francisco, CA 94102-4733
Phone 415.557.4233, Fax 415.557.4240

DOCUMENTS DEPT.
SEP - 8 2003
SAN FRANCISCO
PUBLIC LIBRARY

# SAN FRANCISCO PUBLIC LIBRARY COMMISSION

/5/03
pproved

Minutes of the regular meeting of Thursday, June 5, 2003
(As approved amended September 4, 2003)

Willie L. Brown, Jr.
*Mayor*

Charles A. Higueras, A.I.A.
*President*

Carol Steiman
*Vice President*

Helen Marte Bautista
Lonnie K. Chin
Steven A. Coulter
Fran A. Streets
Deborah Strobin
*Commissioners*

Susan Hildreth
*City Librarian*

Michael Housh
*Commission Secretary*

The San Francisco Public Library Commission held its regular meeting on Thursday, June 5, 2003 in the Koret Auditorium, Main Library.

Vice President Steiman called the meeting to order at 4:14PM.

The following members were noted present: Commissioners Chin, Coulter, Steiman, and Streets. President Higueras' arrival was expected shortly. Commissioner Strobin was reported excused attendance.

## APPROVAL OF THE MAY 1, 2003 COMMISSION MINUTES

President Higueras joined the meeting at 4:17PM.

## Public comment on APPROVAL OF THE MAY 1, 2003 COMMISSION MINUTES

An anonymous member of the Public noted lack of report of this person's comments concerned their lawsuit against the Library's survival of Summary Judgment. This person also suggested that their comments concerning the discussion of Collection Management were not accurately reported, concluding that for these reasons the Minutes did not meet the requirements of the Sunshine Ordinance. Mr. Ed Regan believed his comments to be accurately reported. Mr. Peter Warfield suggested that his own critical comments concerning providing of meeting explanatory materials was not included. Mr. Warfield also noted that his principal concern about collection management suggested that collections *lacking breath and depth* with too much popular material could be a serious problem.

## Commission discussion of APPROVAL OF THE MAY 1, 2003 COMMISSION MINUTES

Commissioner Coulter suggested revision of the Minutes to show that 5:45PM had been the original announced time when the meeting's quorum would be lost, proposed inclusion of comments concerning the anonymous member of the public's lawsuit, and clarified his Collection Management discussion remarks suggesting that the Library needed to do a better job in explaining Collection Management.

MOTION: by Commissioner Bautista, seconded by Commissioner Chin for approval of the May 1, 2003 Minutes as amended.

ACTION: 6-0 (Bautista, Chin, Coulter, Higueras, Steiman, and Streets)

President Higueras assumed the Chair at 4:24PM.

## AGENDA ITEM #2 PORTOLA BRANCH PURCHASE & SALE AGREEMENT

Branch Library Improvement Program Manager Marilyn Thompson and Mr. Charlie Dunn, Real Estate Division, Department of Administrative Services provided an extensive overview of the issues discussed in the City Librarian's May 31 memorandum (copy attached) in support of the staff recommendation that the Commissioners approve a resolution recommending and requesting that the Board of Supervisors and the Mayor approve the proposed purchase of 380 Bacon street, a property on a portion of the grounds of the Martin Luther King, Jr. Middle School for $1,287,000 as the site for the new Portola Branch Library. Ms. Thompson noted that the price was within the budget and that negotiations for a contract with architects Stoner Meek/Noll Tam. It was noted that a Prop. 14 (State Library Bond) Application for this project could be submitted in January 2004.

Public comment on AGENDA ITEM #2 PORTOLA BRANCH PURCHASE & SALE AGREEMENT

Ms. Chris Ortiz, CNL Rep for Portola Branch reported that the neighborhood was very excited by this proposal and hoped that it could be done as quickly as possible. Ms. Carol Hyde, 12 year Portola resident, noted that the current branch was located in an area of dangerously heavy traffic and that she was much happier with the new more central, within walking distance of most of the neighborhood, site. She also favored space for a community room. Ms. Cheryl Oliger, a weekly user of the Branch with her child, noted that the current branch was inadequate and that the new more accessible site would be a big improvement. She urged the Commission to approve the purchase. Ms. Pat Delaney, Martin Luther King, Jr. Middle School Librarian, expressed strong support for this proposal, citing its deepening of an excellent cooperative relationship between the Library and the schools and provided the Commissioners with a detailed list of benefits to the community this relationship had already provided. Mr. Ed Regan suggested that the branch library could not accommodate both the students and other users citing in his view the negative experience of the new Ocean View Branch. Mr. Regan also felt that the Branch should be located in a business area rather than in the middle of the neighborhood and expressed concern that the proposed building was too small. An anonymous member of the public expressed reservations about use of the new facility's meeting room as a homework center, concerning its location away from San Bruno, and found the proposed $1.2 million price too high for property described as as-is with faults included. Mr. Peter Warfield expressed concern that: there appeared to be insufficient discussion about books in the proposed branch; the price was too high; that there might be toxics on the site; and questioned who had done the appraisal. Mr. Richard Walsh, 27 year resident of Portola neighborhood, commented that the proposed location was very close to several schools and being two blocks from busy San Bruno Avenue was safer for children and the elderly with more parking easily available. Mr. Walsh pointed out that good directional signage would help users easily locate the new branch and urged that the Commissioners approve the purchase.

Commission discussion of AGENDA ITEM #2 PORTOLA BRANCH PURCHASE & SALE AGREEMENT

In answer to a question by President Higueras regarding how the value of the property was established and what was meant by the "as-is" language in the proposed agreement, Charlie Dunn, Real Estate Division, explained the intricacies of interagency property transactions and informed the Commissioners that the appraisal by Clifford & Associates, a MAI and City certified vendor, had been carefully reviewed by both the School District and the City. The "as-is" notation was reported to be standard contract language in this kind of transaction and it was noted that there was very limited exposure with this formerly residential site. Marilyn Thompson reported Geotech review completed and that a Phase I study would be undertaken. In response to Commissioner Bautista's question it was reported that a due diligence clause would allow the Library to walk away from the agreement should hidden problems appear. President Higueras asked if there were any reason to think there will be problems and was informed there were none. In answer to a query by Commissioner Coulter concerning inclusion of a community room, Ms. Hildreth noted that every effort would be made to overcome the challenges involved in finding a flexible space in the proposed 6,000 sq. ft. building. Vice President Steiman called attention to the importance of good directional signage to the new branch location. President Higueras called attention to the importance of the branch being close to schools, noting it would be of help in applying for Prop. 14 (State Library Bond) funds for the project. Commissioner Chin pointed out that the school libraries serve students from outside neighborhood, and that the new Portola Branch would serve neighborhood children. Commissioner Bautista additionally noted that good school libraries were available to students in the area and there should not be a concern about any potential for a battle for space in the branch between students and neighborhood users.

MOTION: by Vice President Steiman, seconded by Commissioner Bautista approving the proposed resolution requesting Board of Supervisors approval of the proposed Purchase and Sale agreement for the new Portola Branch Library.

ACTION: 6-0 (Bautista, Chin, Coulter, Higueras, Steiman, and Streets)

## AGENDA ITEM #3 CITY LIBRARIAN'S REPORT

Deputy City Librarian Paul Underwood presented the regular monthly report (copy attached). At 5PM President Higueras surrendered the chair to Vice President Steiman and left the meeting with the City Librarian to welcome California's First Lady Mrs. Sharon Davis for a ceremony in the Main Library's Children's Center. Deputy City Librarian Paul Underwood informed the Commissioners concerning Mrs. Davis' book event.

President Higueras rejoined the meeting at 5:16PM. Commissioner Bautista left the meeting at 5:17PM.

## Public comment on AGENDA ITEM #3 CITY LIBRARIAN'S REPORT

Mr. Peter Warfield expressed concern that: collection procedures were being streamlined; noted it would be important to hear staff input. Mr. Ed Regan objected to the proposed closure of the Main Library during the Gay Freedom Day event noting that Sunday was an important day for some library users and commented on the $150,000 Fuhrman Fund expenditures for materials on politics and economics. Mr. Regan suggested more information on state governments be included in Fuhrman fund acquisitions. An anonymous member of the public expressed disappointment that there was no report on the "Freedom to Read Act" program and commended the City Librarian for writing a newspaper editorial in defense of library users' rights. This person also inquired regarding details of the Fuhrman Fund signage, suggested that it would have been more appropriate that the Commission authorize it, and expressed wish that written materials had been made available on report topics. Ms. Jeannene

Przyblyski, Friends of Noe Valley, noted that it was sometimes difficult to follow the complex details reported in the budget and expressed concern about possible funding shortfalls in the Branch Library Improvement Program. Ms. Przyblyski suggested that available surplus funds might be earmarked for enhancements to the Branch Library Improvement Program such as expansion for the Parkside Branch and noted she had been a youth user of the Cerritos Library highlighted in the report.

Commission discussion of AGENDA ITEM #3 CITY LIBRARIAN'S REPORT

Deputy City Librarian Paul Underwood clarified that ongoing efforts to coordinate and streamline ordering for the collection were aimed at reducing duplication of effort and thus making more resources available by eliminating redundant processing and would improve even more under the new ILS system. Vice President Steiman noted an integrated ordering process would save valuable staff time.

## AGENDA #4 NEW WEBSITE DEMO

Roberto Esteves, Chief of IRMO, presented an overview of the library's new website calling attention to its many improved features and greater ease of use. Mr. Esteves noted that a new reality was that thousands of people used the library's resources even when the buildings are closed through internet access to materials and collections. Ms. Cathy Nyhan, then discussed the yearlong Netcom Project and highlighted that information was now available in Chinese as well as English and Spanish. Ms. Nyhan called attention to the new website's ease of detailed searches using basic searching and called attention to the advance search features. Mr. Esteves called attention to the exemplary work done by library staff team, citing Anthony Costa in particular; who built the website's 1,651 pages in what was truly a staff project.

Public comment on AGENDA #4 NEW WEBSITE DEMO

None offered

Commission discussion of AGENDA #4 NEW WEBSITE DEMO

Mike Hoffman was identified as the Library's Webmaster and the work of the Netcom Committee highlighted in response to a question by President Higueras. Commissioner Coulter congratulated Roberto and the Library staff team for a job well done. City Librarian Susan Hildreth commended the Library staff and praised their hard work that had produced the new website. Ms. Hildreth also called attention to Friends & Foundation's funding support for usability study for the project. In answer to a question by Commissioner Chin, it was noted that the website could facilitate greater ease of access to ebooks and that new technology will allow download later this year.

## AGENDA #5 STRATEGIC PLAN UPDATE

Ms. Hildreth brought the Commissioners up to date about the ongoing development of the Library's Strategic Plan, noting that this item had been continued from a previous meeting and introduced Library Consultant Gail McPartland for a discussion of the developments resulting from the April 23, 2003 Community Planning Committee meeting (meeting notes attached). It was next reported that the staff focus group was preparing materials for a further discussion at a June 18th Community Planning

Committee Meeting from which staff could then develop a draft plan to bring to the Library Commission in July for a widely noticed public discussion. Following that discussion the draft plan with any further refinement as needed would be brought to the Library Commission for its review and possible approval in August. The City librarian pointed out that the service plans being developed for the branch libraries in preparation for submission of Prop. 14 (State Library Bond) applications in January 2004 benefited from important input gained through the strategic planning process.

Public comment on AGENDA #5 STRATEGIC PLAN UPDATE

An anonymous member of the public found no clear description of what the documents being presented represented, a working document or a completed work. This person also found troubling the lack of a clear definitions, noted that this plan would have impact on library plans, and did not see anything useful in that respect. This person also urged the Commission to make the plan their own. Mr. Peter Warfield complained that he had received the materials just prior to the meeting and commented that a participant in the community process had been troubled by the choices presented, and was troubled that no option for books was presented. Ms. Mary Ann Duke asked support for more books.

Commission discussion of AGENDA #5 STRATEGIC PLAN UPDATE

The City Librarian noted that the materials discussed had been distributed and available for some time in a previous agenda packet. Vice President Steiman, a participant in the planning process, emphasized that books were understood to be key to all services and noted most of what the Library does involves books.

Commissioner Chin left the meeting at 5:59PM.
President Higueras called for a recess at 6:03PM
Vice President Steiman left the meeting during the recess.
The Commission returned to session at 6:21PM

AGENDA #6 BLIP ADVISORY COMMITTEE EXPANSION

The City Librarian provided an overview of the previous discussions and developments in the proposed revision of the BLIP Advisory Committee noting that the Library Commission had emphasized that citizen involvement in branch library projects was very important. The City Librarian noted that this item would provide an opportunity for further discussion but that the proposed revision was not yet ready for action.

The City Librarian noted that a 21 member body could be workable and discussed several civic organizations that had been proposed to appoint a member to the committee. Ms. Hildreth pointed out that as proposed the new BLIP Advisory Committee should be a committee of the Commission, which could elect its chair, could conduct bond program oversight activities in accordance with its charge, and that the Commission Secretary would staff its bi-monthly meetings. Ms. Hildreth noted that the proposed advisory body should focus on Branch Library Improvement Program activities which could include related collection development issues but that perhaps an ad hoc study group would be a better way to address Library collection development in general. The City Librarian noted that the Commission had taken a strong position in support of and protective of neighborhoods having direct input into plans for their local branch.

## Public comment on AGENDA #6 BLIP ADVISORY COMMITTEE EXPANSION

An anonymous member of the public expressed their support for the plan originally proposed by Supervisor Yee and objected in particular that Supervisors be permitted to make direct appointments without reference to their Rules Committee process. Mr. Ed Regan did not favor a committee that was just for the bond program. Ms. Susan Hall, Richmond Democratic Club, presented the Commissioners with a copy of a resolution adopted by her club urging the Board of Supervisors to appoint an oversight committee and suggested that the proposed advisory body was too limited in scope, that it should be autonomous from the Library, set its own agenda, and hold monthly meetings. Mr. Peter Warfield agreed with previous speakers expressing concern with: the proposed charge that he found weaker than previously discussed; inquired regarding what its role and powers would be; suggested crucial issues were being buried; and expressed happiness that no action would be taken and that the proposed committee would be subject to the Sunshine Ordinance. Mr. Glen Ramisky, Friends & Foundation, expressed support for the revised BLIP proposal. Ms. Jean Chaitin asked why the Coalition for San Francisco Neighborhoods should not be given an appointment to the proposed committee and urged that it meet at least monthly. Ms. Mary Ann Duke expressed support for a strong independent citizen advisory body, suggesting that the Main Library had dominated the process. Ms. Sue Cauthen noted that the Neighborhood Library Coalition had made many compromises in seeking a real independent community based body, that the proposed committee was too large and contained too many city employees, that the Coalition for San Francisco Neighborhoods should have an appointment, and that the Commission should not have the power to make changes. Ms. Deborah Doyle, Friends & Foundation, spoke in favor of the proposed revised BLIP Advisory Committee and noted that it would encourage public participation.

## Commission discussion of AGENDA #6 BLIP ADVISORY COMMITTEE EXPANSION

President Higueras suggested that the BLIP Advisory Committee would be most effective and useful if focused on the overall design and construction issues involved in the Branch Bond Program with appropriate attention given to related collection management and maintenance issues. Individual branch projects he strongly noted should remain focused on input from their neighborhoods in a dialogue among the Library, designers, and the community of users of a particular branch. The Commission he noted had learned from an initial mis-step in planning for the Richmond Branch to involve the community in the process from the beginning. President Higueras remarked that the BLIP Committee should focus on the larger issues of the Bond Program and remain non-biased concerning individual branch programs. In particular, he noted BLIP Committee members should not attempt to impact individual projects but focus their attention on completing all of the branch projects. Commissioner Coulter pointed out that addressing how to provide an adequate level of public input into government process was very important topic, and that finding effective ways to reach out and bring in robust public participation was challenging. Commissioner Coulter said that it was important to value criticism and bring critics into the process, suggesting that services provided would be improved by open dialogue. Commissioner Coulter recommended that an orderly structured process be created to bring in, educate, and involve public participation, noting that if the committee became politicized it would be ineffective. Commissioner Coulter noted that staffing was critical and recommended that staff be assigned to work with an appointed chair, who could organize and lead the committee, set its agenda, and address all of the items on the table. Commissioner Coulter remarked that the Library had not done a sufficient job in bringing in and educating the public about collection development. Commissioner Coulter expressed reservations with Supervisorial appointments and suggested involving elderly, youth, those dedicated to intellectual freedom, and not just neighborhood activists. Commissioner Coulter suggested considering the advisory model used by the School District and recommended that an annual report with goals and accomplishments be done. He also wanted to hear from current BLIP Advisory Committee members and members of the Council for Neighborhood Libraries. Commissioner Streets pointed out that the Library Commissioners served at the pleasure of the Mayor and should not make decisions that could have long-term impact without careful consideration. Commissioner Streets found it unwise to combine the role of the BLIP Advisory Committee with addressing issues such as collection development and urged that a clear process be created. Commissioner Chin noted that the people had voted for a clearly spelled out Bond Program and that this process was well underway. She noted that a principal concern must be how each branch will be done to best serve its community within the money available. Commissioner Chin pointed out that it was the Commission's role to consider and make these decisions after input from library professionals and from library users. She asked how many neighborhood review bodies the Library needed, and suggested that structures were already in place to bring in public participation. President Higueras pointed out that members of the public were already very actively involved in advising the Branch Library Improvement Program, that the branch communities were all actively involved, and that the Commission should respond to real issues not red herrings. Commissioner Chin pointed to the reality of limited space and limited funds and suggested that it was important to help communities understand these limitations. Commissioner Streets noted that it was not a good idea to mix fundamental institutional issues with a focused seven year program. Commissioner Chin noted that originally the major emphasis of Supervisor Yee's proposal was to provide a means for greater representation for the Asian community. President Higueras proposed that other models be reviewed and considered before an alternative was chosen.

## AGENDA #7 FRIENDS & FOUNDATION REPORT

Ms. Deborah Doyle, President of the friends & Foundation provided the Commissioners with an overview of Friends and Foundation Summer activities, book sales, and author talks. Ms. Doyle called attention to the ongoing membership drive and noted plans to create neighborhood committees to support the Capital Campaign for the Branch Libraries. Ms. Doyle then highlighted this year's $563,429 in grants by the Friends & Foundation calling attention to support for Project Read, Library exhibits and programs, High School & Beyond and support for educational opportunities for Library staff, the Main Library Wall of Heroes, and competitive $5,000 grants for neighborhood history projects at Mission, for the Sunset District, and Park Branches.

## Public comment on AGENDA #7 FRIENDS & FOUNDATION REPORT

Mr. Ed Regan recalling the Friends support for furnishings at the Main Library and some branch libraries suggested that they consider purchase of comfortable chairs and tables so that one could read while standing for the new and renovated branch libraries.

## AGENDA #8 LABOR UNION REPORT

No report was offered.

## AGENDA #9 NEW BUSINESS

No new business was proposed.

## AGENDA #10 PUBLIC COMMENT

An anonymous member of the public discussed the issues involved in a lawsuit regarding how the Library handled Prop. E funds this person had filed against the Library and called attention to comments by Commissioner Coulter regarding the importance of process and bringing in those with criticisms. Ms. Jeannene Przyblyski, Friends of Noe Valley, observed that the experience of the Noe Valley Branch with the Branch Library Improvement Program had been good and expressed concern that a polarized debate about the nature of the BLIP Advisory Committee could drive away ordinary library users and lose sight of point that branches fit into a larger picture. Mr. Ed Regan found the discussion concerning the BLIP Advisory Committee useful and suggested that the Library print a pamphlet listing all of its committees and those who served on them.

## AGENDA ITEM #11 ADJOURNMENT

MOTION: by Commissioner Coulter, seconded by Commissioner Bautista that the meeting be adjourned.

ACTION: AYE 4-0 (Chin, Coulter, Higueras, and Streets)

The meeting was adjourned at 7:46PM

Michael Housh, Commission Secretary 6/19/03

Please note: These are draft Minutes subject to change by the Library Commission. Copies of Commission Minutes and handouts are available in the Office of the Commission Secretary, 100 Larkin Street, San Francisco, CA 94102

Minutes of the regular Commission Meeting of June 5, 2003

# Appendix A

Library Commission meeting of June 5, 2003

The Public Comment Summary Statements included in these Minutes are authorized by San Francisco Administrative Code Section 67.16..

These summary statements are provided by the speaker. Their contents are neither generated by, nor subject to approval or verification of accuracy by, the San Francisco Public Library Commission.

*The number of members of the public who spoke anonymously at this meeting. 1*

# Appendix A

Library Commission meeting of June 5, 2003

The Public Comment Summary Statements included in these Minutes are authorized by San Francisco Administrative Code Section 67.16..

These summary statements are provided by the speaker. Their contents are neither generated by, nor subject to approval or verification of accuracy by, the San Francisco Public Library Commission.

*The number of members of the public who spoke anonymously at this meeting. 1*

## Public Comment of An Anonymous Citizen

San Francisco Public Library Commission Meeting, June 5, 2003

Item 1:
Approval of the Minutes: May 1, 2003

**"The new deputy city attorney is no doubt here to inaugurate these illegal minutes that are a product of an illegal action after an illegal discussion.**

**The minutes state that the commission was expected to lose its quorum at 6:00 p.m. when the announcement was for 5:45 p.m. This was a serious misdirection.**

**The show the anonymous only expressing gratitude for the calling of public comment. In fact, he discussed a lawsuit that had survived summary judgment, why that was so, and the games being played by the City Attorney.**

**The citizen's comments under collection management included references to the opposing opinions of the public and the presenters. The citizen observed that the public was interested in a high quality collection with certain characteristics that were described.**

**The Sunshine Ordinance requires a summary of comments and these minutes do not provide such summaries and therefore are not legal minutes."**

# Appendix A

Library Commission meeting of June 5, 2003

The Public Comment Summary Statements included in these Minutes are authorized by San Francisco Administrative Code Section 67.16..

These summary statements are provided by the speaker. Their contents are neither generated by, nor subject to approval or verification of accuracy by, the San Francisco Public Library Commission.

*The number of members of the public who spoke anonymously at this meeting. 1*

**Public Comment of An Anonymous Citizen**
San Francisco Public Library Commission Meeting, June 5, 2003

Item 2:
Portola Purchase & Sale Agreement

**"I have some reservations about this. I hope you intend to tell the community that you have already agreed that the meeting room be given over to a homework center.**

**There is an issue of location. This is slightly closer to Excelsior and farther way from Bay View. That it is more centrally located will come as news to the merchants along San Bruno.**

**I have a concern about the price. The parcel is described as an underutilized section of school district property. If there are comparables that show that the value is $1.2 million I would like to see them.**

**The only justification for the price is a reference to a third party assessor. That is too vague when we are discussing a sale from one governmental agency to another.**

**The agreement describes this as not just 'as-is' but 'as-is with faults included.' One wonders why this is highlighted."**

# Appendix A

Library Commission meeting of June 5, 2003

The Public Comment Summary Statements included in these Minutes are authorized by San Francisco Administrative Code Section 67.16..

These summary statements are provided by the speaker. Their contents are neither generated by, nor subject to approval or verification of accuracy by, the San Francisco Public Library Commission.

*The number of members of the public who spoke anonymously at this meeting. 1*

## Public Comment of An Anonymous Citizen

San Francisco Public Library Commission Meeting, June 5, 2003

Item 3:
City Librarian's Report

**"I was surprised that there was no report on the Freedom to Read meeting and related controversy. I don't think it was mentioned that Ms. Hildreth had an editorial in the newspaper on the subject that was widely noticed. Ms. Hildreth should be congratulated for that.**

**Regarding Fuhrman my comment is, Is that it? The sign is to be 12x15 but there was no mention of whether that was inches or feet. My reaction is that it is a bit ironic to put it in the small business center.**

**It might be a more suitable tribute to Mr. Fuhrman if the Library Commission approved the tribute rather than it just being tossed off in the middle of the City Librarian's report.**

**There are many key elements in the report that we would have liked to have seen in writing, particularly details on the Friends and Foundation grants."**

# Appendix A

Library Commission meeting of June 5, 2003

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**Public Comment of An Anonymous Citizen**
San Francisco Public Library Commission Meeting, June 5, 2003

Item 5:
Strategic Plan Update

**"I have expressed a great deal of interest in this and the process leading up to it.**

**It is now confusing. What is described here is a final draft plan. It is unclear whether the commission will regard this as a working document or complete as the product of the committee.**

**Looking at this superficially, do we have any clear definition of what it means when we say that the purpose of the library is general information, or that is five times as important as government information?**

**The City Librarian quite rightly points out, we will be using the strategic plan to weigh the goals and policies, including things like joint use plans, Prop.14 applications, and branch remodeling.**

**I don't see anything that is going to be useful in those contexts**

**I hope this will be regarding as a working document only, and you will put your stamp on it."**

# Appendix A

Library Commission meeting of June 5, 2003

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*The number of members of the public who spoke anonymously at this meeting. 1*

**Public Comment of An Anonymous Citizen**
San Francisco Public Library Commission Meeting, June 5, 2003

Item 6:
BLIP Advisory Committee Revision

**"I am recommending to the Board of Supervisors that they not approve this proposal, but revert to the original suggestion from Supervisor Yee.**

**I have some reservations about helping you rearrange the proverbial deck chairs.**

**I can't resist pointing out some of the chief flaws. There is a suggestion that the appoints from the Supervisors bypass the Rules Committee process. That is because you have become accustomed to your own corruption and have forget how this would look to the Supervisors. The supervisors have a firmly established open process for appointments and they would never do this. You should suggest it to them to undercut the whole idea.**

**Most of the people on the committee are already seated, so that the people being brought in would be thrown into the lion's den.**

**Therefore, the Board of Supervisors should appoint their own committee."**

# Appendix A

Library Commission meeting of June 5, 2003

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*The number of members of the public who spoke anonymously at this meeting. 1*

## Public Comment of An Anonymous Citizen

San Francisco Public Library Commission Meeting, June 5, 2003

Item 10:
Public Comment

**"I am grateful that Commissioner Streets was able to stay for the public comment, however unwillingly. I appreciate it.**

**Concerning the interim success of my lawsuit, I am suing over the handling of the Prop. E funds. I remember a committee meeting where the issue over which I am suing was discussed and I can quote Ms. Streets very specifically from that meeting. Ms. Streets said, "I can't believe that's legal." We have reached the point where, for tactical purposes the City Attorney and the City Librarian are pretending that they don't understand what Ms. Streets was talking about.**

**Since everything depends upon context, the effect of my opinion now is the opposite from the effect of Ms. Streets' opinion then.**

**Commissioner Coulter described the importance of the process and the importance of bringing in criticism. He would have seen his opinion now to be ridiculous ten years ago.**

**Perhaps we all learn things from history."**

City Librarian's Report – June 5, 2003

Library Budget – The Mayor has released his proposed 2003/04 budget including the Library budget at $54.8 million.

The Main Library will be closed on Sunday, June 29th due to Gay Pride Parade activities in Civic Center.

Paul Underwood and Shellie Cocking updated the Commission on the Urban Libraries Council Executive Leadership collection development project.

A team of staff members attended the Imagine It conference sponsored by the California State Library at the Cerritos Public Library.

Friends & Foundation 2003/04 allocations for the Library were announced and totaled. $589,429.

Signage plans for the Small Business Center acknowledging the Fuhrman Fund contribution were announced.

The Library's redistribution program received a Certificate of Appreciation and was celebrated in a concert by Kundirana, from the Philippines.

Exhibit highlights for June include Kalligraphia Ten, an Exhibition by the Members of the Friends of Calligraphy, June 1 – July 31, Skylight Gallery; Awakening from the California Dream, June 2 – July 28, Jewett Gallery; and Min-Sok, Korean Heritage in San Francisco, June 14 – August 21, International Center.

The San Francisco Public Library presents

*First Lady of California*

# Sharon Davis

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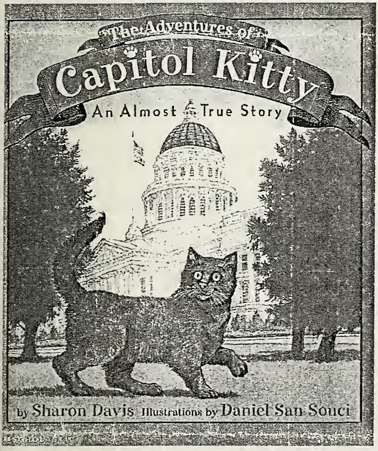
*signs* The Adventures of Capitol Kitty


The Adventures of
Capitol Kitty
An Almost True Story
by Sharon Davis Illustrations by Daniel San Souci

California First Lady Sharon Davis will sign copies of her first children's book, *The Adventures of Capitol Kitty*. All author proceeds will benefit the Governor's Book Fund (literacynet.org/govfund/), which provides grants for books for California school libraries.

*Booksigning & Reception*
Thursday, June 5, 2003
5:00 – 7:00 p.m.
Fisher Children's Center, Main Library, 2nd Floor

All programs at the Library are free.
*Sponsored by the Friends & Foundation of the San Francisco Public Library*

*San Francisco Public Library*

0512-015

Main Library 100 Larkin Street (at Grove) 415.557.4277 www.sfpl.org

**Memorandum**

*San Francisco Public Library*
100 Larkin Street, San Francisco, CA 94102

To: Library Commission
From: Susan Hildreth, City Librarian
Re: Recommendation to Mayor and Board of Supervisors to approve purchase of 380 Bacon St (a portion of the Martin Luther King, Jr., Middle School site) for Portola Branch Library
Date May 31, 2003

I am very pleased to bring this recommendation to the Library Commission for the purchase of 380 Bacon St. as the site for the Portola Branch Library. I would like to recap the history of this site acquisition process for your information.

| | |
|---|---|
| • August 7, 2001 | Library Commission authorized Real Estate to investigate 4 possible sites for the Portola Branch, including this site |
| • May 16, 2002 | Library Commission authorized Real Estate to enter into negotiations for the Bacon St. site, with the Boys and Girls Club on San Bruno Ave. as a back-up site |
| • November 12, 2002 | San Francisco Unified School District Board agreed to sell the property to the City and authorized the Superintendent to complete the transaction |
| • January 16, 2003 | Library Commission approved a resolution urging the Board of Supervisors to approve a joint-use cooperative agreement with the City and the San Francisco Unified School District |

Staff is recommending that the Commission approve the attached resolution urging the Board of Supervisors to approve the purchase of 380 Bacon St. as the site of the Portola Branch Library. This site is an excellent location and is supported by the community.

The site purchase price of $1,287,000 is within the project budget. The Portola Branch was one of the projects that was included in the architectural competition held earlier this year. The firm selected from the competition to design the Portola Branch Library is the joint venture of Stoner Meek/Noll & Tam; and the contract is currently being negotiated. Please see the attached project budget chart and information sheet.

Also attached is a term sheet that outlines the key points of the purchase and sale agreement. The complete document is available for review in the Office of the Commission Secretary.

Staff is preparing an application for Proposition 14 funds for this highly competitive project to be submitted to the California State Library in January 2004.
Attachments

## SAN FRANCISCO LIBRARY COMMISSION

## RESOLUTION NO. 4-03

### RESOLUTION ENDORSING ACQUISITION OF REAL PROPERTY LOCATED AT 380 BACON STREET FOR THE PORTOLA BRANCH LIBRARY AND URGING BOARD OF SUPERVISORS AND MAYOR TO APPROVE PURCHASE AND SALE DOCUMENTS

WHEREAS, On November 7, 2000, the voters of the City and County of San Francisco passed Proposition A, "Branch Library Facilities Improvement Bonds, 2000" for general obligation bonds in the amount of $105,865,000 for the acquisition, renovation and construction of branch libraries and other library facilities; and

WHEREAS, One priority of the Branch Library Facilities Improvement Bonds is to relocate the four branch libraries located in rented facilities into facilities owned by the City; and

WHEREAS, The Portola Branch Library presently is housed in a facility rented by the City at 2450-60 San Bruno Avenue that is inadequate to meet the long term needs of the neighborhood it is intended to serve; and

WHEREAS, At meetings of the San Francisco Public Library Commission ("Library Commission") held August 7, 2001 and May 16, 2002, the Library Commission authorized the City Librarian and the Department of Administrative Services, Real Estate Division, to investigate, with the intent to purchase as a library site, property owned by the San Francisco Unified School District adjacent to the Martin Luther King Middle School (the "Property"), which is an approximately 8,800 square foot (110' X 80') parcel of land, with an anticipated street address of 380 Bacon Street; and

WHEREAS, The Department of Administrative Services, Real Estate Division, on behalf of the Library Commission and the City, has negotiated the

form of an agreement to purchase the Property (the "Purchase Agreement") for One Million Two Hundred Eighty Seven Thousand Dollars ($1,287,000), subject to the conditions described in the Purchase Agreement, and a subordinated purchase option in favor of the seller (the "Subordinated Purchase Option")(Purchase Agreement and Subordinated Purchase Option together referred to as the "Purchase Documents"), copies of which are on file with the Library Commission; and

WHEREAS, The Purchase Documents are subject to the prior approval of the Board of Supervisors and Mayor, and all planning and environmental review pursuant to the San Francisco General Plan, Section 101.1 of the Planning Code, and the California Environmental Quality Act (CEQA) required for the City to purchase the Property shall be completed prior to submission of the Purchase Documents to the Board of Supervisors and Mayor for approval; now, therefore, be it

RESOLVED, That the Library Commission endorses the purchase of the Property on the terms and conditions set forth in the Purchase Documents and, subject to completion of all required environmental review and governmental approvals pursuant to the San Francisco General Plan, Section 101.1 of the Planning Code, and the California Environmental Quality Act (CEQA), urges the City's Board of Supervisors and Mayor to approve the Purchase Documents; and be it

FURTHER RESOLVED, That the Library Commission authorizes the City Librarian and the Director of Property to enter into any additions, amendments or other modifications to the Purchase Documents that they determine are in the best interests of the City, do not materially decrease the benefits to the City, and do not materially increase the obligations or liabilities of the City, such

determination to be conclusively evidenced by the execution and delivery of any such additions, amendments, or other modifications; and be it

FURTHER RESOLVED, That, should the Board of Supervisors and Mayor approve the Purchase Documents, the Library Commission authorizes the City Librarian and the Director of Property to take all steps necessary to execute, deliver and perform all of the City's obligations under the Purchase Documents in accordance with their terms, and to acquire the Property; and be it

FURTHER RESOLVED, That, should the Board of Supervisors and Mayor approve the Purchase Documents, the Library Commission authorizes the City Librarian and the Director of Property to take all steps that are necessary or advisable to complete the transaction contemplated in the Purchase Documents, to effectuate the purpose and intent of this Resolution, and that do not materially increase the obligations or liabilities of the City; and be it

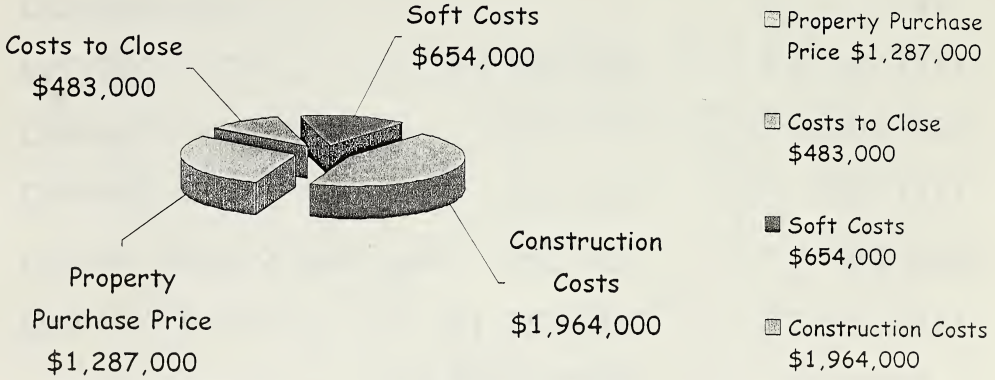
FURTHER RESOLVED, That all actions previously taken by any City and County of San Francisco official in connection with the Purchase Documents are hereby ratified, approved and confirmed by the Library Commission.

Approved on June 5, 2003

______________________________

Commission Secretary

# Portola Purchase



Purchase price is per Letter of Intent.

Construction Costs budgeted are for new construction. Furniture & moveable equipment is not included.

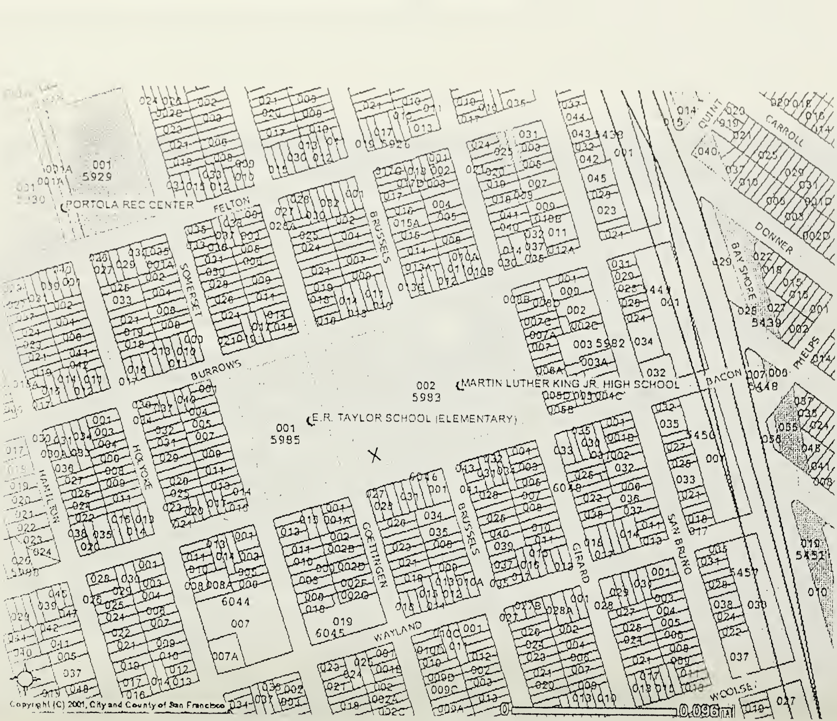
Soft costs include all professional services & permit fees associated with the new construction project.

Closing costs include City Attorney, Title Insurance, Escrow costs, Alta survey, environmental study, appraisal, CEQA and General Plan Referral. Closing costs also include site preparation, demolition and utility connection fees.

Moving costs, Public Art & Real Estate Department are provided for elsewhere.

# Portola Purchase

| | Original Budget | Proposed |
|---|---|---|
| Property Costs | $1,125,000 | $1,287,000 |
| Closing Costs & Site Prep | 645,000 | 483,000 |
| Design Costs | 654,000 | 654,000 |
| Construction Costs | 1,964,000 | 1,964,000 |
| PROJECT COST | $4,388,000 | $4,388,000 |
| DIFFERENCE | | $0 |
| PROPERTY SIZE | 7,500 SF | 8,800 SF |


PORTOLA REC CENTER
001
5929
FELTON
SOMERSET
BRUSSELS
BURROWS
MARTIN LUTHER KING JR. HIGH SCHOOL
002
5993
E.R. TAYLOR SCHOOL (ELEMENTARY)
001
5985
HOLYOKE
HAMILTON
GOETTINGEN
BRUSSELS
GIRARD
SAN BRUNO
WAYLAND
WOOLSEY
BACON
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QUINT
CARROLL
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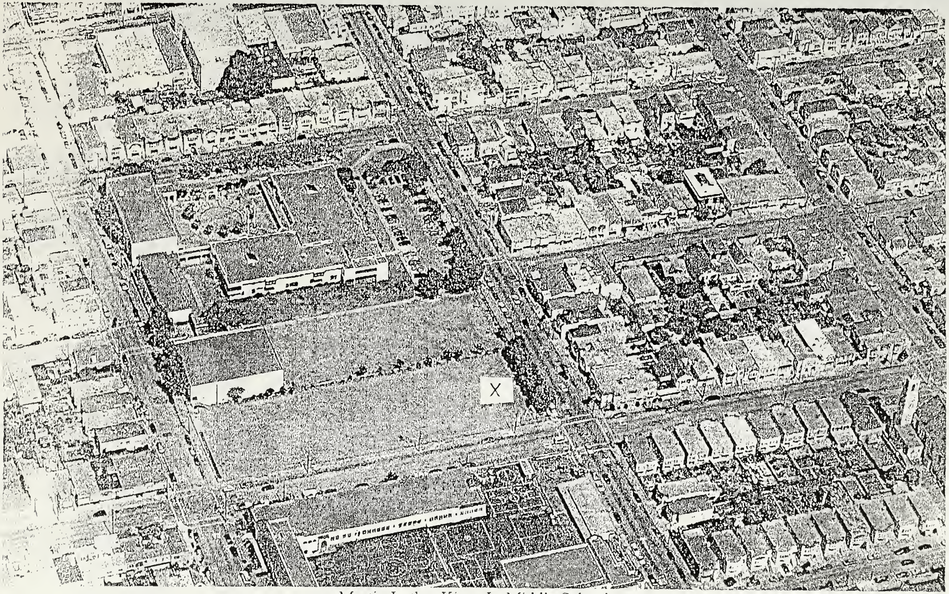


Martin Luther King, Jr. Middle School
Looking East

## Portola Branch Library

## Summary of Terms
## 380 Bacon Street
(a portion of the Martin Luther King, Jr. Middle School)

1. Seller: San Francisco Unified School District.

2. Property: Approximately 8,800 square feet of land, located at 380 Bacon Street (NE corner of Bacon and Goettingen Streets). The subject site is approximately 110 ft (along Bacon Street) and approx 80 ft (along Goettingen Street) at the Southwest corner of Block 5983, Lot 2. 380 Bacon St. is currently an under utilized portion of the Martin Luther King, Jr. Middle School, and the Property will be subdivided from the larger parcel.

3. Purchase Price: One Million Two Hundred Eighty-Seven Thousand Dollars ($1,287,000). The purchase price equates to approximately $146 psf and was established by third party appraisal.

4. Due Diligence Period. The City has sixty (60) days following the date of Board of Supervisor approval to investigate all matters pertaining to the property, and to perform all standard real estate due diligence. The City has the ability to not close the transaction if it discovers a problem with the property during this due diligence period.

5. "As Is" Purchase. After City's acceptance of investigations during the Due Diligence Period, City agrees to purchase the property "AS IS" with all faults. City will waive the right to seek any recovery from Seller.

6. Title : City will be subdividing the Property from a larger SFUSD parcel. Seller will quitclaim any of its right and title to the land at the close of escrow. The City's obligation to purchase is conditional upon receipt of title insurance from Chicago Title company in a form approved by the City and District's obligation to sell is conditioned upon a Subordinated Option in favor of Seller (described in Section 8, below)..

7. Closing. The Closing will occur on the date that is 20 business days after the expiration of the Due Diligence period (approximately ninety (90) days after the effective date of a resolution of the Board of Supervisors approving the purchase agreement), or on such earlier date as the City and Seller may mutually agree.

8. Repurchase Option. The City agrees to grant the District a Subordinated Option to repurchase the Property at the then Fair Market Value. Such option is fully subject to the State of California's review and approval (or modification). Such Subordinated Option may be exercised by the District in the event City either (i) takes action to sell the Property or (ii) ceases to use the Property for a library and related purposes for 3 years and fails to cure (or commence to cure) within the 1-year notice period. The period for cure is to be extended by events of force majeure (damage and other events out of City's control). The option lasts for 90 years provided there is a school on the remainder of the site. The option shall be subordinate to all financing instruments, now or in the future, and subject to operating leases.

9. Closing Costs. The City shall pay the premium for its title insurance, and one-half of the escrow and recording fees. The City shall also receive a credit at Close in the amount of $2,600 (½ of the appraisal fee used to establish the Purchase Price). The Seller pays one-half of the escrow and recording fees. Other costs and charges, if any, are allocated in accordance with the closing customs for San Francisco County, as determined by the Title Company.

10. Indemnity. City makes a number of representations and warranties as to its obligation to investigate the condition of the property. The City also indemnifies the District against any losses resulting from any entry onto the Property.

SAN FRANCISCO UNIFIED SCHOOL DISTRICT
San Francisco, California

## SUBJECT:

The Sale of a Portion of the Southeast Corner of the Dr. Martin Luther King, Jr. Academic Middle School's Playground to the City and County of San Francisco for the Construction of a City Library.

## REQUESTED ACTION:

That the Board of Education authorizes the Superintendent of Schools or her designee, the Director of Real Estate, to negotiate and enter into an *Agreement of Sale* to the City and County of San Francisco, for a parcel of land, to be subdivided, which is located in the southeast corner of the playground of the Dr. Martin Luther King, Jr., Academic Middle School. The parcel would be used for the construction of a City owned public library. The sale price of the parcel to be $1,287,000 as determined by an independent "fair market" appraisal dated September 2002.

## BACKGROUND:

The City and County of San Francisco have proposed a plan to purchase from the District a portion the playground at Martin Luther King Middle School, for the construction of a public library. The orary would provide a great benefit to the District through the provision of programs and resources for schoolchildren and teachers of Martin Luther King Middle School and E.R. Taylor Elementary School and the surrounding community.

Library staff and staff from both Martin Luther King and E.R. Taylor Elementary school's have developed a joint use cooperative agreement that is required by the State Library. This agreement focuses on the implementation of a family literacy center and a homework center at the branch library and must be approved by the Library and the School District Board. Although there is in-kind support required in this agreement, there is no direct fiscal impact for the District.

The City's Department of Real Estate will survey the parcel and prepare the necessary information for subdivision. Upon completion of the sale, the Library and the District will develop a project team to determine how impacts of project development and construction can be mitigated at the school site. The City Attorney would draft the purchase and sale agreement for the transaction.

Although the District has expressed an interest in retaining a reversionary interest in the property, such an interest will impact the eligibility of the project for State funding. In order to receive State funding, the City must show marketable record title of the proposed site and the commitment to operate the facility as a public library for a minimum of forty years.

The project has been discussed three times before the full board and/or its Building & Grounds subcommittee; twice in a meeting of the Joint Board of Supervisors/Board of Education; and, at several community meetings, where it received support. The Principals of Martin Luther King Middle School and E.R. Taylor Elementary School have expressed strong support for this project.

ubmitted by:
Philip M. Smith
Director of Real Estate

Approved by:
Tony Irons
Chief Operating Officer

# SAN FRANCISCO LIBRARY COMMISSION

## RESOLUTION NO. 1/03

### RESOLUTION FOR JOINT USE COOPERATIVE AGREEMENT BETWEEN THE SAN FRANCISCO PUBLIC LIBRARY (PORTOLA BRANCH LIBRARY) AND THE SAN FRANCISCO UNIFIED SCHOOL DISTRICT (MARTIN LUTHER KING, JR., ACADEMIC MIDDLE SCHOOL AND E R. TAYLOR ELEMENTARY SCHOOL)

WHEREAS, on March 7, 2000, the voters of California passed Proposition 14, "California Reading and Literacy Improvement and Public Library Construction and Renovation Bond Act of 2000" approving general obligation bonds in the amount of $350,000,000 for the construction and renovation of local library facilities; and

WHEREAS, Proposition 14 requires that the state give first priority in funding for new library facilities to libraries that enter into specified types of joint use cooperative agreements with school districts; and

WHEREAS, on November 7, 2000, the voters of the City and County of San Francisco passed Proposition A, "Branch Library Facilities Improvement Bonds, 2000" approving general obligation bonds in the amount of $105,865,000 to fund the Branch Library Renovation Project which will replace or renovate 19 branch libraries, construct four new branches to replace those in leased facilities and a new library facility in Mission Bay, and acquire a new facility for library technical services; and

WHEREAS, the Capital Improvements Advisory Committee reduced Proposition A by $10,000, 000 in anticipation that the Library would receive Proposition 14 grants in at least that amount; and

WHEREAS, one Branch Library Improvement Program project is a new Portola Branch Library to be built on property adjacent to the Martin Luther King, Jr. Academic Middle School; and

WHEREAS, the San Francisco Public Library and the San Francisco Unified School District desire to enter into a joint use cooperative agreement satisfying the criteria for first priority funding from Proposition 14 for the new Portola Branch Library to provide needed services to the communities served by the E.R. Taylor Elementary School and the Martin Luther King, Jr. Academic Middle School as more particularly described in the Joint Use Cooperative Agreement by and between San Francisco Public Library and the San Francisco Unified School District dated ______, ("Agreement") on file with the Library Commission;

WHEREAS, the Agreement will improve the Library's competitive advantage in obtaining Proposition 14 funding while enhancing the Library's ability to meet the documented needs of the community to be served by the new Portola Branch Library; and

WHEREAS, the Library's obligations under the Agreement are conditioned upon the Library receiving Proposition 14 funding; and

WHEREAS, San Francisco Charter Section 9.118. requires the Board of Supervisors to approve the Agreement; now, therefore, be it

RESOLVED, that the Library Commission endorses and approves the Agreement; and urges the Board of Supervisors to approve the Agreement.

**As approved January 16, 2003.**

**Commission Secretary**

*San Francisco Public Library*
100 Larkin Street, San Francisco, CA 94102

**Memorandum**

To: Library Commission
From: Susan Hildreth, City Librarian
Re: Portola Branch Library Site Selection
Date: May 16, 2002

Staff is recommending that the Commission approve the Martin Luther King School site and the Boys and Girls Club site as preferred sites for the new Portola Branch Library. Staff also recommends that the Commission direct the City's Real Estate Division to enter into purchase negotiations with the San Francisco Unified School District for the Martin Luther King School site and, if those negotiations are not successful by July 1, 2002, proceed with purchase negotiations for the Boy and Girls Club site.

I wanted to recap the history of the Portola Branch site selection process for your information. The new Portola Branch Library is planned as a 6,000 square foot building, which would require a site of at least 8,000 square feet, ideally. Given those parameters, Charlie Dunn, City Real Estate, surveyed the neighborhood for potential sites. The Library held a community meeting on April 5, 2001, in which seven sites were presented for consideration. Although there was not one site that stood out as ideal, the field was narrowed to three sites for consideration, including the current leased location. On August 7, 2001, four sites were presented to the Library Commission for serious consideration, and the Commission authorized Real Estate to pursue information on these four options. The results of that investigation is as follows:

> **2450 San Bruno Ave. – Current leased location**
> Owner may be willing to sell, but relocation costs for current businesses, other than branch library, would be high; and location, although visible, is at a very dangerous corner with heavy traffic.
> **2574 San Bruno Ave. – Boys and Girls Club**
> Initially proposed as a partnership with the Library and Boys and Girls Club, owner is now willing to sell building and property for sole use of Library.
> **2660-2670 San Bruno Ave. – Round Table Pizza**
> Although this site as not been seriously researched, there would be sizeable relocation benefits for current use.
> **350 Goettingen – Martin Luther King Middle School site**
> **(corner of Bacon and Goettingen)**
> This site was suggested to the Library by James Taylor, principal of MLK Middle School, after April 2001 public meeting. Library and Real Estate staff have focused on this site as the best possibility and has invested much time in reviewing this potential sale with San Francisco Unified School District.

A site selection update was presented by myself and Marilyn Thompson at a District 10 community meeting held by Supervisor Maxwell on February 23$^{rd}$ at the MLK Middle School auditorium. An additional public meeting was held on March 6, 2002, at the branch to update the community on the site selection process. There was strong preference for the MLK school site. Also some preferred that the Library remain at the current site and some felt the Boys and Girls Club as a stand-alone library project would be viable.

The site acquisition budget for Portola is $1,770,000. Independent appraisals must be completed for any property that the City purchases. Although Real Estate is in the process of contracting for appraisals, it appears that, based on informal assessment, either recommended property could be obtained within the budgeted cost.

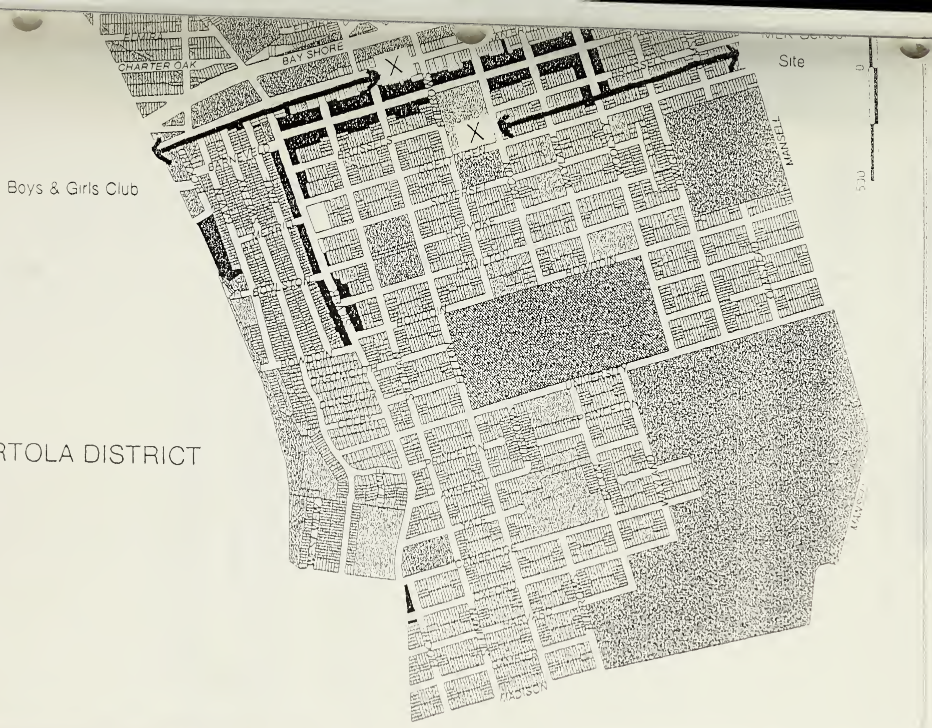
Staff is recommending your serious consideration of two of the sights described above. We believe that the MLK site is the best option and the Boys and Girls Club is also a very good alternative. Here is a summary of key points regarding the sites:

**Martin Luther King Middle School – corner of Bacon and Goettingen**

- Potential cooperative service agreements with neighboring schools would make this project a first priority for Prop 14 funding. We would anticipate a Cycle 2 application (due March 2003) so that purchase and sale agreement must be negotiated immediately.
- Provides for great opportunity for cooperation of branch with three neighboring schools – MLK Middle School, ER Taylor Elementary School and St. Elizabeth's. Branch library would not be a school library, but would complement the activities of the schools.
- Structured as a fair-market sale – City would purchase approximately 8,000 square feet from SFUSD and use for branch library
- Proposal has been discussed positively at the Buildings and Grounds Committee of SFUSD on April 3$^{rd}$ and has been discussed several times before the SFUSD – SF Board of Supervisors joint committee.
- Corner location provides distinct and separate image and space for public library. Adjacent school grounds will be improved.
- Although Library is not required to provide parking, there will be some street parking available at this location.

**Boys and Girls Club – 2574 San Bruno Ave.**

- Location on San Bruno Ave., which is the main commercial street of the Portola district. Highly visible location for branch library.
- Stand-alone project is easier to construct and operate than the initially proposed partnership with Boys and Girls Club.
- No issues regarding possible discomfort of adults visiting public library near school campus.
- Site is 8,120 square feet, which is adequate for current plans but would require additional floors to provide for any significant expansion.
- Very limited street parking on San Bruno.


Site
0
500
ELMIRA
CHARTER OAK
BAY SHORE
MANSELL
Boys & Girls Club
MADISON
MANSELL

PORTOLA DISTRICT

Dr. Martin Luther King Jr. Academic Middle School

MLK Home | Daily Blog'etin | Blog'seum | Library Agenda | mlkNews | Staff | Technology Tales

# Digital Library Agenda

Home
On-line Databases
Web Search
F.Y.I. & Fun
Student Suggestions
Teacher Suggestions
mlkChat
Portola Branch Library
Feedback/About
XML
previousBlog

Class/Teacher Blogs

Go to...

Discussion
Chronological
By Topic

Search This Site

Search

Membership
Join Now
Login

## School and public library collaboration

What we have accomplished so far:

- Traditional book talk visits to classes by teen and children's outreach librarians
- Student participation in the preview of new branch architectural designs
- Coolaborative hosting of the city's Poet Laureate for a public reading
- First ever check out of books and issuance of library cards on site at an SF middle school
- First ever "corporate account" for password protected use of the public library databases at the same school site
- Student participation in the survey of thier community's wishes for the new branch library's services
- Two years of week long trainings for six MLK teachers in the mysteries of SFPL's on line databases
- Two years of successful 8th. grade long term research projects
- Design and hosting of two web sites for local branch staff use, including RSS (Rich Site Summary) functionality for school research product updates

In their own words: Some responses to evaluation questions asked of 8th. graders who'd completed an 8 week I-Search research project that required training and use of SFPL's online databases:

1. In the I Search project, what did you learn about using the school and public libraries including online databases, for research?

- Byan_Y - I learned that the databases and the research libraries had one of the most detailed research notes on my topic than any other sources of information.
- Amy_H - I learned that you can actually get a lot of information using the internet and online databases. It is much faster than actually going to a library and looking for a book. By using the internet, you save more time and learn more faster.

**2. In the I Search project, what did you learn about reading difficulty text?**

- Read every paragraph and every line and if you don't understand a paragraph, look up the word and its meaning.
- I learned from reading difficult text is that I should always carry a dictionary with me, ha ha, so I can look up the words that I don't understand. Also I should try to put things in my own words, because if I don't understand the words. How are my readers going to understand them? And then my report is going to sound really bad.

**3. We used SFPL's InfoTrac Kids Edition, InfoTrac and Gale Biographical Resources Center. Some of you explored other online databases as well. How did these databases help you in your research?**

- Jay F - They really helped me alot. For the Gale Biographical Resources Center, I get to learn more about Matt Groening. Inside his biography, there were answers [to} ... my questions. Very interesting how he made connections between the cartoon and himself.
- Byan_Y - The online databases from SFPL really helped a lot because I found alot of sources and alot of interesting text about my topic.
- Dominique_E - They helped great. I used the infoTrac and I found a lot of resources and articles about the world's most largest lizard, the Komodo Dragon.

4. What has been the most challenging or frustrating thing about doing research for you? How have you met this challenge or overcome the frustration?

- Byan_Y - The hardest thing for me was to find the right text that would answer the questions. I overcame this challenge by looking thoughtfully at all the text represented.
- Biyin_Y - The frustration was that I don't know what to do at first, like finding the right source. Later my teacher showed the whole class a lesson {with] steps of how to find the right source, like not too long and not too short.

5. What valuable computer and research skills do you have now that you didn't have before starting this I Search project?

- Helen_L - After this project I know more online databases where I could find information that I need for future reports. I also learned how to effectively use notes and how to put them in my own words.

6. In what ways have you become a better researcher?

- Vivien K - I have become a better researcher by the things that I've learned how to do like copying [and] pasting texts, and learning more about the topic that I was working on.
- Biyin_Y - I have become a better researcher because I knew how to how to find print source and internet sources to find good notes now. I also know how to find images too.
- Helen_L - I think I am a better summarizer. I am more aware of what types of text have more useful information. I think I'll also be able to write better reports.

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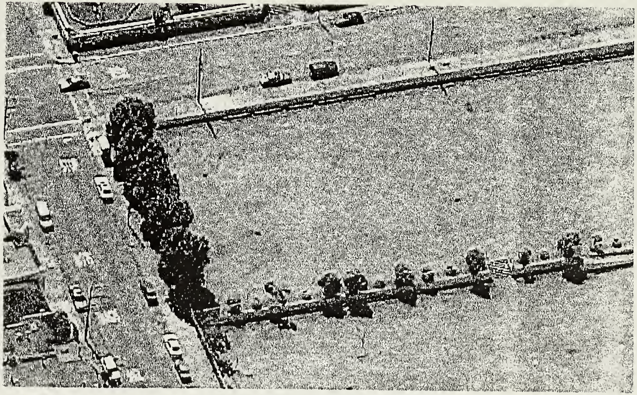

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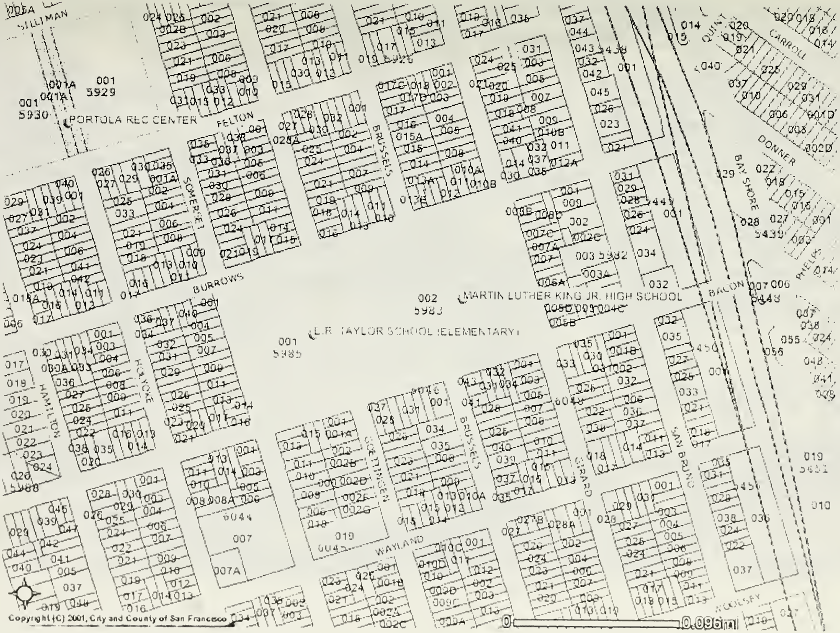
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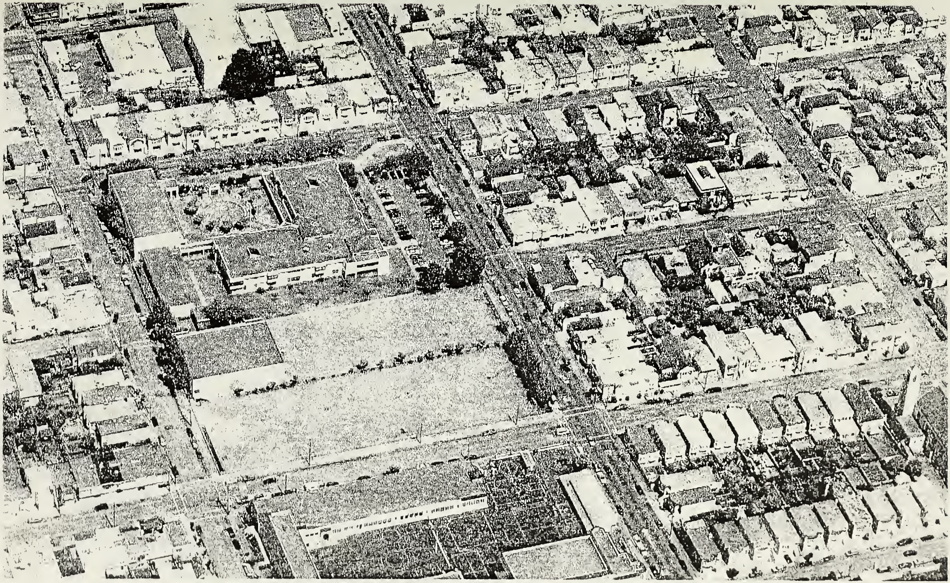

Martin Luther King, Jr. Middle School
Looking East

San Francisco Public Library
Strategic Planning

Community Planning Committee
April 23, 2003

**Present:** Luis Calderon, Alan D'Souza, Elizabeth Juarez, John Kenny, Doug King, Judith Lujan, Marcia Popper, Hon. Carol Steiman, Joan Walton, Blaine Waterman, Jensa Woo, Monique Zmuda

**SFPL Observers:** Susan Hildreth, Paul Underwood, Toni Bernardi, Marcia Schneider, Roberto Estevez, Mary Hudson

**Facilitator:** Gail McPartland

## Update on the Planning Process

Since the last Community Planning Committee meeting on Feb. 19, much work has been done on the plan. Highlights include:

- Feb 26 – First meeting of the Staff Focus Group to review and perform a SWOT (Strengths, Weaknesses, Opportunities, Threats) on the preliminary service responses chosen at the Feb. 19 meeting.
- Mar 4 – Update on planning activities provided to the Library Commission
- Mar 26 – Second meeting of the Staff Focus Group to complete work on the SWOT analysis of the preliminary service responses

Members also reviewed two strategic planning products to demonstrate how the strategic plan might be used. First, a brochure titled "San Francisco Public Library System, A Community Vision, Five-Year Plan" a brochure from a previous planning exercise that is used to promote the library's commitment to the community. Second, a strategic plan for the Richmond Branch drafted by Paul Underwood, Deputy City Librarian, which is required as part of the library's application for state monies for branch renovations and new buildings. The Richmond plan incorporates several elements from the previous *Planning for Results* model, including service needs, goals and objectives. Note the "service needs" are now referred to as "service responses".

## Review Visioning, Needs, Needs the Library Can Address, Preliminary Service Responses

Members reviewed a handout summarizing the outcomes of the Feb. 19 meeting, including a vision of San Francisco for the future, the needs if the vision is to be accomplished, needs the library can address, and the preliminary service responses chosen to assist in reaching the vision.

## Review and Discussion of the Preliminary Service Responses

Members reviewed the 5 chosen preliminary service responses, using tools extracted from the *New Planning for Results* and feedback from the Staff Focus Groups

Commons – "helps address the need of people to meet and interact with others in their community and to participate in public discourse about community ideas."

In the group discussion, members found this problematic as a service choice since meeting space is for the most part a fixed entity in the libraries. Members felt the goal of community meeting space would compete with space for collections. One member suggested 'clustering' the commons by designating specific branches to serve multiple neighborhoods in the community. This would alleviate the need for commons space in each branch. Members also voiced concerns that "commons" being achieved through technology such as videoconferencing since it seems to address a specific need and clientele at this time and is not a mainstream technology yet. Specific issues raised by members:

- Problematic -- branches have fixed footprints
- Community rooms complete with space with the collections
- Chiefly used by seniors and youth after school
- Problems being all things to all people
- Space/footprints of branches might create disparities in services in different communities
- Branches – Can the commons be 'clustered' in service areas so branches with good meeting space can be designated as a commons for multiple areas?
- Quiet study areas are also needed
- Noise barriers are needed
- Collections need room
- Videoconferencing
    - would bring opportunities to the library
    - would bring library to neighborhoods
    - would it be for large groups or small groups?
    - Who would have access?
- Would draw community to library to facilitate use of other services
- Common area for groups
- Programs are different than meeting space
- Staff time is required for programs
- Can we forego other services to have spaces open after hours?
- Flexible space/flexible use

General Information – "helps meet the need for information answers to questions on a broad array of topics related to work, school, and personal life"

Members discussed the ongoing need for trained, professional library staff to assist in answering a broad array of questions for patrons. Concern was expressed over the amount of time librarians spend troubleshooting computers and training people to use technology versus assisting with actual questions. There was an acknowledgement that information is now technology-driven and that technology will continue to play a dominant role in delivering information. Specific issues raised by members:

- Is there staff buy-in? Or is staff resistant to change?
- Lots of change is happening and will continue to happen, e.g. the new online catalog
- Patron resistance to change
- Old [catalog] system falls apart – librarians spend more time troubleshooting, spend more time as technicians
- Technology is increasing and more information is available online only
- Can we have 'roving' techs to alleviate burden on library staff?
- Do we still need reference with the Internet? YES!!!
    - To provide quality control on information
    - To assist people when the Internet fails
    - To help interpret information
    - To find resource that are in books and other materials besides the Internet
- Need librarians, not technicians
- Librarians have advanced searching skills and are able to find information quicker
- Need more librarians with high-level skills, not technicians
- 24hr/email reference is very valuable, e.g. Q and A Café, an online reference service that is available throughout the state
- Kids/Youth – how to reach this group?
    - Prominently display "Ask a question" on the website
    - Electronic resources become more valuable as people become more computer savvy
    - One-on-one interactions as teaching mechanism for evaluating tools
    - Reinforces need for classes
    - Tie website to school websites
    - Can we increase the role in schools?

Government Information – "helps satisfy the need for information about elected officials and governmental agencies that enables people to participate in the democratic process."

Members acknowledged the strong collection of government information already being collected. Concerns were raised about outreach and marketing of the service so the community would be aware of the valuable resource. Specific issues raised by members:

- Library does well in this area
- A resource for government agencies and others

- Staff raised concerns over the issue of partisanship Could the library remain a neutral entity if it engaged in civic discourse?
- Question regarding staff concerns about Librarians' Index to the Internet indexing San Francisco sites. Can they do a good job? [N B. Roberto Esteves reports on a contract with Librarians' Index to the Internet in which they will actively index SF sites. The staff concerns raised earlier appear to have been settled.]
- Would be nice to let public know what's available
- Programs where the library posts election results and tax information are highly regarded
- Can we have more publicity in branches?
- Public training – attendees aren't aware of the depth of content on the website
- Consider a docent operation where volunteers promote the service to outside organizations such as schools; don't promote only from the website
- Library a gateway to government information, resources and services; not just documents, e.g. efforts are underway in the City to enable 311 as a telephone exchange for government referral services

Information Literacy – "helps address the need for skills related to finding, evaluating, and using information effectively."

Members acknowledge the growing need for critical thinking skills in people of all ages. There is concern over the library taking an active role in this area since an effective program would require large amounts of staff resources. Members wondered if the library was the better place for solving this issue and considered other venues to address the problem, including local community colleges. Specific issues raised by members:

- Lack of critical thinking skills
- Library has a critical, evolving role.
- Branches do conduct orientations and classroom visits
- Outreach
- Main library has 2 distinct computer labs; labs are not available at the branches
- Information is in a transition period – from print to electronic
- What do you teach?
- Web versus print resources
- Concern over staff reaction
- Is staff unwillingness really fear?
- Duplication of effort? Isn't this being taught at City College?
- What is budget impact
- Can it help local librarians by alleviating need for one-on-one instruction?
- Will there be staff overload?
- Look outside existing budget
    - Will we diminish collections to provide instruction?

Can we use volunteers and what would union reaction be?

- How will this make the library more robust?
- Investment in literacy
- Create a traveling training program to circulate among branches
- Create self-paced teaching

Lifelong Learning – "helps address the desire for self-directed personal growth and development opportunities."

Members discussing this topic found a need for in this area. They would like to see a library role in preserving general literature, classic works and authors, and poetry. Beyond preserving literature, they see an active library role in introducing people to classic works. Specific issues raised by members:

- Focus on targeted collections
- What about general literature, authors, poetry, etc.
- Classics – need to have more than one copy in the system and need to provide supporting materials
- Libraries introduce people to works

Addendum from the Staff Focus Group

As a follow-on discussion, members heard a staff suggestion that the Community Planning Committee reconsider a service response under "Current Topics and Titles" as a good fit for current reading and a great place to highlight the book collection. The staff response stressed that reading, books and all library collections and services can be a strong element of some or all the final service responses.

### Selection of the Library Service Responses

The New Planning for Results model recommends focusing the strategic plan on three – no more than four – service responses. Based on the in-depth discussion, members are asked to select three service responses the library should focus on in the final plan. Before final selection, members were asked to review the original list of 13 Library Service Responses to determine if any should be reconsidered as the final service responses are selected. Members asked that Current Topics and Titles be added to the final selection process.

To determine group consensus, members were asked to vote on their top three choices for the library service responses. Members gave three (3) points to their top choice, two (2) points to their second choice, and one (1) point to their third choice. Outcomes of the informal polling showed the following results:

| Service Response | Actual Votes | Vote Total | Ranking |
|---|---|---|---|
| Commons | 1 – 1 – 1 | 3 | 5 |
| Current Topics and Titles | 3 – 2 – 2 – 2 | 9 | 3 |
| General Information | 3 – 3 - 2 – 3 – 3 – 3 – 3 - 2 –1 | 23 | 1 |
| Government Information | 2 – 1 – 1 - 1 | 5 | 4 |
| Information Literacy | 2 | 2 | 6 |
| Lifelong Learning | 2 – 1 – 1 – 2 – 3 - 3 | 12 | 2 |

Members were asked if the informal polling agreed with the consensus of the group. Members acknowledged agreeing with the outcome.

Based on the outcome, the Community Planning Committee will recommend the library focus on three service areas: General Information, Lifelong Learning, and Current Topics and Titles in the draft strategic plan. Members were reminded that the outcome will be reviewed with the Library Commission. The Commission may alter or amend the chosen service responses.

Members were thanked for participating in the service response selection process and reminded that they will have an opportunity to review the final draft plan at the June 18 meeting.

**Next Steps**

- Library Commission will review the service responses at their May 1 meeting
- Library staff will draft goals, objectives, and measurables for the plan
- Draft plan will be presented to the Community Planning Group at an open meeting on June 18, 2003, 4-6pm, Latino/Hispanic Room A

# General Information

| | |
|---|---|
| Example of Needs Addressed | A library that offers General Information helps meet the need for information answers to questions on a broad array of topics related to work, school, and personal life. |
| What the Library Does and Provides | The library will offer print, nonprint, and electronic reference resources that cover a broad variety of topics. The library will provide staff skillful in determining users' needs and in locating relevant information that satisfies those needs. Internet access will be provided for staff and public use.<br>Alternative off-site means of accessing information resources such as dial-in service and computer kiosks in public places may be provided. The library will provide telephone information service and shold consider accepting and answering questions via fax and email. The library may locate, organize, and provide access to general information resources on a web page. |
| Some Possible Components | • Basic reference resources available through the library web page<br>• 24 hours electronic reference service (ability to email questions)<br>• Dedicated telephone reference service (not located at reference desk)<br>• Ready reference answers faxed to home or office<br>• Desktop videoconferencing (for transmitting schematic drawings, graphics)<br>• Bibliographic instruction programs |
| Target Audiences | All ages; however, it can be targeted to specific age groups such as seniors or primary school-aged children. |
| Service Aspects | Aspects that might be stressed include telephone reference service or other off-site access to [illegible] information needs. |

Extracted from *The New Planning for Results, a Streamlined Approach*, Sandra Nelson for the Public Library Association, 2001

# Lifelong Learning

| | |
|---|---|
| Example of Needs Addressed | A library that provides Lifelong Learning service helps address the desire for self-directed personal growth and development opportunities. |
| What the Library Does and Provides | The library will provide and maintain an extensive collection of circulating materials on a wide variety of topics in which the general public has a sustained interest. Collections will be easily accessible and organized to encourage public browsing by subject area. Staff knowledgeable in subjects and topics of interest to the general public will provide expert assistance in locating materials of all types and in all formats. The library will develop pathfinders or other finding tools to assist library users in learning about specific subjects or topics for which there are frequent requests.<br>The library may build substantial retrospective collections on some topics and may provide collections in considerable depth in subject areas of local interest. The library may enhance typical subject and keyword access in the online public access catalog through the addition of supplemental user-friendly terms. The library may identify important web sites on topics of interest to the public and may organize them for public access on a web page. |
| Some Possible Components | • Electronic and printed pathfinders<br>• How-to programs on topics of general public interest<br>• Special topical displays of materials and resources<br>• Artist-in-residence programs<br>• Demonstrations and exhibits<br>• History and biography resources |
| Target Audiences | A service that applies to people of all ages. Special efforts can be make to encourage specific groups to use library resources to support their informal learning. For example, programs that teach very young children the joys of reading and efforts to provide high-interest, low-vocabulary materials for intermediate-aged children who are hesitant readers. |
| Service Aspects | Could build exceptional strength in a few specific subject areas such as travel, antiques, American history, fine arts, biographies or sports. |

Extracted from *The New Planning for Results, a Streamlined Approach*, Sandra Nelson for the Public Library Association, 2001

## Current Topics and Titles

| | |
|---|---|
| Example of Needs Addressed | A library that provides Current Topics and Titles helps to fulfill community residents' appetite for information about popular cultural and social trends and their desire for satisfying recreational experiences. |
| What the Library Does and Provides | The library will provide a current collection with sufficient copies of titles in high demand to ensure customer requests are met quickly. Materials will be offered in the formats and in the languages people want and will be selected primarily on the basis of local demand. The library's collections will be organized in ways that make items easy to find and will be merchandised to the public through the use of displays and display shelving. Staff knowledgeable of the content of best-selling tiles and the style of popular authors and performers will offer expert guidance to the public. The library will monitor prepublication review sources and publisher advertising campaigns to anticipate public demand. The library may track personal appearances, media appearances, publicity tours of authors, and the schedules and media reviews of artists' performances for the same reason. The library may offer programs such as book talks, book signings, performances, and exhibits that promote current and forthcoming releases. |
| Some Possible Components | • Book talks<br>• Author book signings<br>• Readers' advisory services<br>• Preview stations for videos and recordings<br>• Display shelving<br>• Drive-through check-out or return |
| Target Audiences | General adult public as well as to other age groups such as young adults or children. |
| Service Aspects | Could choose to narrow the scope by offering a current popular collection of materials in a particular format such as video. |

Extracted from *The New Planning for Results, a Streamlined Approach*, Sandra Nelson for the Public Library Association, 2001

# Government Information

| | |
|---|---|
| Example of Needs Addressed | A library that offers Government Information service helps satisfy the need for information about elected officials and governmental agencies that enables people to participate in the democratic process. |
| What the Library Does and Provides | The library will provide access to a wide selection of information by and about governmental agencies in print and electronic form. The staff will have full Internet access, and Internet access may be provided for public use as well. The library will provide staff knowledgeable in using government documents, searching the Internet, determining users' needs, and locating relevant information that satisfies those needs.<br>The library may serve as a federal, state, or local document depository. The library may initiate efforts to make local government information available online or through a web page and may be responsible for collecting, organizing, indexing, and disseminating this information. |
| Some Possible Components | • Electronic access to local government information<br>• Federal, state and local documents and records depository<br>• Public hearings and public access television broadcasts of public meetings<br>• Government contract and procurement center<br>• Town meetings with government officials<br>• Patent and Trademark Depository Library |
| Target Audiences | Could address specific government information needs of homeowners living within a floodplain area or of retired military in the library's service area. |
| Service Aspects | Might emphasize proceedings of a local city or county government or a focus on making unpublished records information such as tax assessments accessible electronically. |

Excerpt from *The New Planning for Results, a Streamlined Approach*, Sandra Nelson for the Public Library Association, 2001

# Commons

| | |
|---|---|
| Example of Needs Addressed | A library that provides a Commons environment helps address the need of people to meet and interact with others in their community and to participate in public discourse about community issues. |
| What the Library Does and Provides | The library will provide public space for meeting and gathering that is recognized as inviting, neutral, and safe by all individuals and groups in the community.<br>The library may provide a variety of meeting and gathering spaces including large meeting rooms, small group meeting and study rooms, and open public spaces that invite conversation and discussion. The library may provide electronic means of assembling, such as videoconferencing facilities. |
| Some Possible Components | • Large, medium and small meeting room spaces<br>• Community events bulletin board or kiosk<br>• Email accounts for the public (or information about free email service)<br>• Coffee shop or restaurant in the library<br>• Videoconferencing facilities<br>• Automated room scheduling |
| Target Audiences | Could target particular group for special attention, such as young adults or older adults. |
| Service Aspects | Could concentrate on a particular aspect of the service, such as community meeting room space that partners with another organization or agency to provide community-based programming on a regular and ongoing basis. |

Extracted from *The New Planning for Results: a Streamlined Approach*, Sandra Nelson for the Public Library Association, 2001

# Information Literacy

| | |
|---|---|
| Example of Needs Addressed | A library that provides Information Literacy service helps address the need for skills related to finding, evaluating, and using information effectively. |
| What the Library Does and Provides | The library will provide training and instruction in skills related to locating, evaluating, and using information resources of all types. Teaching the public to find and evaluate information will be stressed over simply providing answers to questions. The library will provide access to information in a variety of formats and will offer public Internet training and access. Library staff will be knowledgeable about how people seek information and learn.<br>Staff may offer group classes, individual tutoring, or spontaneous one-on-one training in topics such as media literacy or finding resources on the Internet. The library may provide a computer laboratory or classroom. |
| Some Possible Components | • Classroom space<br>• Special programs on media literacy<br>• Computer laboratory<br>• Listening and viewing multimedia computer stations for critical evaluation of resources<br>• Basic library skills and bibliographic instruction<br>• Instructional technology |
| Target Audiences | Could target teaching critical thinking skills to children. Another could focus on training adults to use resources found on the Internet. |
| Service Aspects | Could emphasize teaching effective strategies when using various Internet search engines or instruction in how to perform expert or complex searches on the library's online catalog. |

Extracted from *The New Planning for Results, a Streamlined Approach*, Sandra Nelson for the Public Library Association, 2001.

*San Francisco Public Library*
100 Larkin Street, San Francisco, CA 94102

**Memorandum**

To: Library Commission
From: Susan Hildreth, City Librarian
Re: Reconstitution of Branch Library Improvement Program (BLIP) Advisory Committee
Date: May 31, 2003

I have prepared a draft revised charge for the reconstituted BLIP Advisory Committee that I am recommending for your consideration. I would like to address several issues mentioned in discussion on this matter on May 20th.

- Concern was expressed that the committee was too large. At 21 members, I think it is highly unlikely that we would have 100% regular attendance and would be working with a group of about 15 people at any one meeting. The Civil Grand Jury has 19 members and functions well. I believe that with clear cut agenda and effective meeting management, this size group would function well.

- Concern was expressed that neighborhood interests, specifically the Coalition for San Francisco Neighborhoods, should be represented on the body. I feel that several current and proposed members, the Council of Neighborhood Libraries, San Francisco Tomorrow and representatives appointed from each Supervisorial district, will provide effective representation of neighborhood interests. Having said that, I do think that representation of the Committee should be flexible and able to be modified by the Library Commission.

- The role of the Committee was discussed. I see the work of this Committee will be informed by active involvement and discussion of each neighborhood as projects are developed over the life of the program. Although there was some discussion about broadening the scope of the Committee, I believe that most aspects of the library service program will be addressed through reviewing all the issues surrounding facility renovation and construction.

I would urge the Commission to approve this recommendation. This is an exciting time for the branch bond program. I look forward to reconstituting the BLIP Advisory Committee and sharing the excitement and wealth of information about the program with the current and new members.

Attachments

5/31/03 DRAFT

# SAN FRANCISCO PUBLIC LIBRARY COMMISSION
# BRANCH LIBRARY IMPROVEMENT PROGRAM
# ADVISORY COMMITTEE

## CHARGE

In November 2000, the voters of San Francisco approved Proposition A, the Branch Library Improvement Program, a $105.9 million bond to support the renovation of nineteen branch libraries, the construction of four new branches to replace branches currently in leased facilities and the construction of a new branch in Mission Bay.

In October 2001, City Librarian Susan Hildreth recommended that the Branch Library Improvement Program (BLIP) Advisory Committee be convened in response to the Library Commission's concern that there be broad-based oversight in place for the Branch Library Improvement Program. The Committee was convened and included members from stakeholder groups and City staff.

In June 2003, the Committee was reconstituted and expanded as a committee of the Library Commission, with representatives from each Supervisorial district, appointed by the district Supervisors, a representative appointed by the Mayor, and representatives of various stake-holder organizations with an interest in the bond program. All City staff and appointed officials from the previous committee serve in an advisory, resource capacity. The duration of the appointment of a representative is flexible, but generally lasts at least two years. The Committee meets at least bi-monthly and is staffed by the Commission Secretary. A chair is selected annually from the Committee membership. The Committee reports to the Board of Supervisors and the Library Commission.

The Committee serves as a review panel and sounding board for the Branch Library Improvement Program to the Library Commission and the Mayor and the Board of Supervisors. Issues considered include:

- schedule of the bond program and specific projects
- financial reports on bond expenditures
- service and program issues relating to allocation of spaces and facility design
- collection make-up, size and maintenance in new and renovated facilities
- design issues relating to historic preservation and accessibility
- potential partnering opportunities for projects
- planning for services while buildings are closed for construction

The work of the Committee will be integrated with extensive community involvement as projects are developed in each neighborhood over the life of the program.

*San Francisco Public Library*
100 Larkin Street, San Francisco, CA 94102

**Memorandum**

To: Library Commission
From: Susan Hildreth, City Librarian
Re: Reconstitution of Branch Library Improvement Program (BLIP) Advisory Committee
Date: May 17, 2003

**Background**

Recently, some members of the public have suggested that legislation be introduced to create a citizen's advisory committee (CAC) for the San Francisco Public Library. This concept is based on legislation that was introduced last year by then Assemblyman Leland Yee. Supervisor Jake McGoldrick has met with these members of the public and with library staff, both individually and jointly. Supervisor McGoldrick has ably facilitated discussions that have resulted in my recommendation regarding the modification and expansion of the Branch Library Improvement Program (BLIP) Advisory Committee, an existing oversight body that currently is convened by the City Librarian. A CAC would provide oversight for all functions, programs and services of the Library, the same scope that the Library Commission now performs. The reconstituted BLIP Advisory Committee will focus on the Branch Library Improvement Program and review a wide variety of service issues that are emerging as part of the branch renovations.

The Library's policy-making body is the **Library Commission**, with all members appointed by the Mayor. The Library has also established additional oversight bodies to obtain public input and provide forums for public discussion.

- In the 1980's, during very difficult financial times, the Library convened the **Council of Neighborhood Libraries**, which includes at least one representative from each of the 26 branches, and continues to meet on a monthly basis to discuss branch service issues.
- After the passage of the Branch Library Improvement Program in November 2000, the Library Commission was concerned about insuring broad citizen oversight for the branch bond program. In response to those concerns, the Library established the **BLIP Advisory Committee** that was designed to address program-wide issues with the bond program, such as accessibility, design excellence, alternative services during closure, nature of materials collections and services in new and renovated branches.
- The Bond Program is also reviewed regularly by the **Citizen's General Obligation Bond Oversight Committee**, recently launched as an outcome of voter approval of Proposition F "Citizen Oversight of Bond Expenditures" in the election of March 5, 2002.

- The Library sponsors several public meetings in each neighborhood as a branch library is being renovated or constructed

**BLIP Advisory Committee**

Currently the BLIP Advisory Committee has a mix of members including both members of the public and City and Library staff members. In forming the BLIP Advisory Committee, stake-holder organizations that had interests in the Branch Improvement Program were identified and solicited to make appointments to the Committee. The City Librarian convened the committee and confirmed all the appointments, after receiving direction to organize the Committee from the Library Commission in October 2001. Please see that attached current membership list and committee charge. The Committee has been meeting regularly since April 2002 and has discussed and reviewed many facets of the Branch Library Improvement Program. Library staff has been convening meetings, preparing agendas and documents. All agendas and minutes are shared with the Library Commission and available for the public.

**Recommended Modifications/Expansion for the BLIP Advisory Committee**

The Committee was intended to perform a significant advisory role to the Library Commission regarding program-wide issues of the bond program. In order to insure the fulfillment of this role, I am recommending the following changes for the Committee.

- To insure that each Supervisorial district has representation on this body and that supervisors have clear input in the bond program, expand the Committee so that each supervisor appoints a Committee member who is a library user from his/her district. Currently, the supervisors have one appointment made by the President of the Board. Also, the Mayor would be able to appoint one Committee member. These appointments would be made by each supervisor and the Mayor individually, and not through the City's Rules Committee process.
- Structure the Committee so that it reports regularly to both the Library Commission and the Board of Supervisors.
- In order to provide the highest level of public access for the Committee, charter the the Committee as a committee of the Library Commission, which requires full Sunshine compliance for the body. Currently, it is a passive meeting body. The Commission Secretary would assist in staffing committee.
- Hold committee meetings,, at a minimum, on a bi-monthly basis, with the chair elected from the members.
- Because the BLIP Advisory Committee would become a committee of the Commission, the Commission representative (Commissioner Helen Bautista) would no longer be a member, but could continue to serve in a liaison capacity.
- Add San Francisco Tomorrow as an organization that would appoint a representative to the Committee to represent neighborhood interests, in addition to the Council of Neighborhood Libraries' representative.
- Request that the San Francisco Unified School District appoint a member of the public with an identified interest in school library services. Currently, the representative is an SFUSD staff member.
- Identify an architectural organization that represents interest in a wide variety of architectural styles and request that a member be appointed. Request that the

#1

Landmarks Preservation Advisory Board (LPAB) member serve as a resource to the Committee, as all historically significant projects must be reviewed by this LPAB through the City design review process.

- Current City and Library staff members of the Committee become ex-officio members who serve as resources for the Committee. These members would attend meetings as needed.

The proposed revised Committee roster is outlined below:

**BLIP Advisory Committee (21 members)**
Board of Supervisor appointments (11)
(Note that Donna Mandel was appointed by former Board President Tom Ammiano)
Mayor's at-large appointment (1)
Commission on Aging and Adult Services (1 seat, vacant)
Council of Neighborhood Libraries (Chet Roaman, alternate Melinda Adams)
Friends & Foundation of the San Francisco Public Library (Glen Ramiskey)
San Francisco Beautiful (Robin Chiang)
San Francisco Planning and Urban Renewal (Peter Winkelstein)
San Francisco Public Library Accessibility Panel (Harry Mar)
San Francisco Tomorrow (1 seat, to be appointed)
San Francisco Unified School District (1 seat for a member of the public, currently Ann Dalton, SFUSD staff)
Youth Commission (Joanna Gin)

**Staff/Resources for BLIP Advisory Committee (13 members)**
Susan Hildreth, City Librarian
Mike Housh, Commission Secretary
Helen Bautista, Commission Liaison
Donna Corbeil, Chief of Branches, SFPL
Mindy Linetzky, Bond Program Administrator, DPW
Marilyn Thompson, Bond Program Manage, DPW
Paul Underwood, Deputy City Librarian, SFPL
Deputy Director, Department of Public Works
Ken Bukowski, Department of Children, Youth and Their Families
Denise Castaneda, Department of Neighborhood Services
Gary Hoy, Department of Parks and Recreation
Tim Kelly, Landmarks Preservation Advisory Board
Dawn Kamalanathan, Mayor's Budget Office

**Recommendation**

I am presenting this report as an action item for your consideration. Knowing that this is a detailed matter and that you may wish further review, it could be tabled for a future meeting, but I would urge you to act in a reasonably timely fashion on this issue, as it is an important one and represents much interest from both citizens and Board of Supervisor members. Attached is a letter of support for this proposal from SPUR and the Friends & Foundation also support these proposed changes.

Cc: Supervisor Jake McGoldrick
Attachments

# Branch Library Improvement Program (BLIP)
## Advisory Committee

#1

| First | Last | Affiliation |
|---|---|---|
| Melinda | Adams | Council of Neighborhood Libraries - alternate |
| Helen Marte | Bautista | Library Commission |
| Ken | Bukowski | Dept of Children, Youth, and their Families |
| Denise | Castaneda | Dept of Neighborhood Services |
| Robin | Chiang | San Francisco Beautiful |
| Ann | Dalton | San Francisco Unified School District |
| Joanna | Gin | San Francisco Youth Commission |
| Gary | Hoy | Dept of Recreation and Parks |
| Dawn | Kamalanathan | Mayor's Budget Office |
| Tim | Kelley | Landmarks Preservation Advisory Board |
| Harlan | Kelly Jr | Dept of Public Works |
| Donna | Mandel | Board of Supervisors |
| Harry | Mar | SFPL Accessibility Panel/Dept of Public Health |
| Glen | Ramiskey | Friends & Foundation of the SFPL |
| Chet | Roaman | Council of Neighborhood Libraries |
| Peter | Winklestein | SPUR |

## Library Staff

| | | |
|---|---|---|
| Donna | Corbeil | Chief of Branches |
| Susan | Hildreth | City Librarian |
| Mindy | Linetzky | Bond Program Administrator |
| Marilyn | Thompson | Bond Program Manager |
| Paul | Underwood | Deputy City Librarian |

05/19/03

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# BRANCH LIBRARY IMPROVEMENT PROGRAM ADVISORY COMMITTEE

## CHARGE

In November 2000, the voters of San Francisco approved Proposition A, the Branch Library Improvement Program, a $105.9 million bond for branch libraries. This program represents a plan to renovate most library branches and to replace leased facilities with City-owned libraries.

In October 2001, City Librarian Susan Hildreth recommended that the Branch Library Improvement Program Advisory Committee be convened in response to the Library's Commission concern that there be broad-based oversight in place for the Branch Library Improvement Program. The Committee includes representatives from the following stake-holder groups: the Library Commission, the Mayor's Budget Office, the Board of Supervisors, the Departments of Public Works, Neighborhood Services and Recreation and Parks, the Commission on Aging, the Youth Commission, the San Francisco Public Library Teen Advisory Council, the San Francisco Unified School District, the Landmarks Preservation Advisory Board, the San Francisco Public Library Accessibility Panel, the Council of Neighborhood Libraries and the Friends & Foundation of the San Francisco Public Library. Each of these groups was asked to appoint a representative to this Committee. The duration of the appointment of a representative is flexible, but would ideally last at least two years. The Committee will meet quarterly.

The Committee serves as a sounding board and oversight panel for the Branch Library Improvement Program. Minutes of all Committee meetings will be submitted to the Library Commission. Types of issues and information to be reviewed by the Committee include the schedule of the bond program and specific projects, financial reports on bond expenditures, potential partnering opportunities for projects, design issues relating to historic preservation and accessibility, service and program issues relating to allocation of spaces and facility design, continued development of a community and public input process for individual projects and the bond program as a whole, planning for services while buildings are closed for construction and other issues that are identified as the bond program progresses.

NEIGHBORHOODS

[illegible]
[illegible]
#1 [illegible]
[illegible]

*Treasurer*
Dick Millet 661-0345
*Recording Secretary*
Steve Gruel 731-9631
*Corresponding Secretary*
John Barry 564-0225
*Members-At-Large*
Mary Helen Briscoe
Daniela Kirshenbaum
Tony Sacco

*Bayview-Hunters Point*
*Coordinating Council*
*ideman Area Neighborhood Group*
*a Vista Neighborhood Association*
*Cayuga Improvement Association*
*le Valley Improvement Association*
*Cow Hollow Association*
*Dolores Heights Improvement Club*
*mond Heights Neighborhood Assn*
*Mission Improvement Association*
*[illegible] District Improvement Assn*
*Friends of [illegible] Creek*
*Friends of Noe Valley*
*[illegible] Park Association*
*Gate Heights Neighborhood Assn*
*West Portal Neighborhood Assn*
*[illegible] Sunset [illegible] Coalition*
*[illegible] Improvement Assn*
*Marina Civic Improvement*
*& Property Owners Assoc*
*Miraloma Park Improvement Club*
*Mission Creek Harbor Association*
*ssion Terrace Improvement Assn*
*North Beach Neighbors*
*l Panhandle Neighborhood Assn*
*Oceanview Merced Heights,*
*Ingleside - Neighbors in Action*
*ter Mission Residents Association*
*lic Heights Residents Association*
*anhandle Residents Organization/*
*Stanyan-Fulton*
*ero Boosters Neighborhood Assn*
*Richmond Community Association*
*ian Hill Improvement Association*
*Russian Hill Neighbors*
*Sunset Heights Association*
*of Responsible People*
*set-Parkside Education & Action*
*Committee*
*Telegraph Hill Dwellers*
*ks Council & Open Space*
*Conservancy*
*Peaks Improvement Association*
*Noe Valley Neighborhood Assn*

May 28, 2003

**Re: CSFN Seat on Branch Library Improvement Advisory Committee**

Dear Supervisor McGoldrick & Ms Hildreth,

In light of the intense interest in the renovation of our branch libraries in every community, the Coalition for San Francisco Neighborhoods believes the people's interests would be better served if CSFN's 38 member organizations had a voice in the process. This can best be accomplished by giving the CSFN a seat on the expanded Branch Library Improvement Program Advisory Committee.

As the column on the left indicates, there are 38 organizations in the CSFN, ranging from the Bayview to West Portal, from Oceanview to Mission Creek Harbor. There are four groups representing neighborhoods with large Asian populations, one of the major consumers of library services. Reserving a seat for the CSFN would send a clear message that the library is committed to ethnic diversity and welcomes a wide range of citizen views. Our representative would speak for a large number of people throughout the city who might not be heard otherwise.

Sincerely,

Barbara Meskunas

Barbara Meskunas, CSFN President

cc: Board of Supervisors
Library Commission
Supervisor Jake McGoldrick
Susan Hildreth, City Librarian

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SAN FRANCISCO
PUBLIC LIBRARY

*San Francisco Public Library Commission*
100 Larkin Street, San Francisco, CA 94102-4733
Phone 415.557.4233, Fax 415.557.4240

# SPECIAL NOTICE

Willie L. Brown, Jr.
*Mayor*

Charles A. Higueras, A.I.A.
*President*

Carol Steiman
*Vice President*

Helen Marte Bautista
Lonnie K. Chin
Steven A. Coulter
Fran A. Streets
Deborah Strobin
*Commissioners*

Susan Hildreth
*City Librarian*

Michael Housh
*Commission Secretary*

THE REGULAR MEETING OF THE SAN FRANCISCO PUBLIC LIBRARY COMMISSION SCHEDULED FOR THURSDAY, JUNE 19, 2003 HAS BEEN

## CANCELED

A SPECIAL MEETING OF THE SAN FRANCISCO LIBRARY COMMISSION CALLED BY THE COMMISSION PRESIDENT WILL BE HELD ON THURSDAY, JUNE 26, 2003 AT 4PM IN THE MAIN LIBRARY, KORET AUDITORIUM

**POSTED, JUNE 5, 2003**

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*San Francisco Public Library Commission*
100 Larkin Street, San Francisco, CA 94102-4733
Phone 415.557.4233, Fax 415.557.4240

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Deborah Strobin
*Commissioners*

Susan Hildreth
*City Librarian*

Michael Housh
*Commission Secretary*

## NOTICE OF MEETING

A special meeting of the San Francisco Public Library Commission called by the Commission President will be held as follows:

| | |
|---|---|
| DATE: | Thursday, June 26, 2003 |
| TIME: | 4:00 PM |
| PLACE: | Koret Auditorium, Main Library, lower level |

The meeting will be called to order.

### 1. APPROVAL OF THE MINUTES ACTION

Presentation of, discussion of, and possible action to approve the Minutes of the regular Commission meeting of May 20, 2003.
Explanatory document: draft Minutes

### 2. BOND PROGRAM MANAGER'S REPORT DISCUSSION

(This is a discussion item to allow the Branch Library Bond Program Manager to report on recent bond program related activities and make announcements.)
This report will consist of *an informational presentation*: none *regular reports*: program budget and schedule; active projects; and upcoming community outreach; and *special reports;* none.
Explanatory documents: current Bond Program Budget and detailed schedules

### 3. BOND PROGRAM BUDGET REVIEW ACTION

Presentation on and discussion of the Branch Improvement Program Budget.
Explanatory documents: Branch Library Improvement Program Budget Review

### 4. PARKSIDE BRANCH DISCUSSION

Presentation of and discussion of revision of the Branch Improvement Program schedule related to the Parkside Branch Library.
Explanatory document: Revision of Project Scope for Parkside Branch Library

### 5. BRANCH FACILITIES MANAGEMENT DISCUSSION

Presentation of and discussion of a model for ongoing library facilities maintenance.
Explanatory document: Facilities Management Plan

### 6. COMMENDING RETIRING LIBRARY STAFF ACTION

Presentation and discussion of and possible action to approve certificates honoring the decades of exemplary and outstanding public service provided by retiring library staff members.

## AN FRANCISCO PUBLIC LIBRARY COMMISSION - Accessible Meetings Policy

To ensure the participation of the disabled public in all Commission public meetings, the following items concerning accessibility will be available:

Sign Language interpreters or note takers will be available upon request. Please contact Services for the Deaf and Hearing-Impaired at 415/557-4433 (TDD) or 415/557-4434 (Voice) at least 48 hours prior to the meeting. Late requests will be honored if possible.

A sound enhancement system will be available upon request at the meetings. Please contact Services for the Deaf and Hearing Impaired at 415/557-4433 (TDD) or 415/557-4434 (Voice) at least 48 hours prior to the meeting. late requests will be honored if possible.

A person who is deaf or hearing impaired may gain meeting information prior to the meeting by calling 415/557-4433 (TDD) or 415/557-4434 (Voice). In addition, the California Relay Service can be used by individuals with hearing and speech impairments by calling 1-800/735-2929 (TDD) or 1-800/735-2992 (Voice).

Minutes of the meetings are available in alternative formats. If you require the use of a reader during the meeting, please contact the Library for the Blind and Print Handicapped at 415/557-4253 at least 48 hours in advance of the need.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call the accessibility hotline at 415/554-8925 to discuss meeting accessibility. In order to assist San Francisco's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical-based products. Please help the City to accommodate these individuals.

Library Commission meetings will be held at the Main Library, 100 Larkin Street at Grove, Lower Level, Koret Auditorium, except when otherwise noticed. The Commission meeting room is wheelchair accessible. The closest accessible BART station is Civic Center. The accessible MUNI line serving this location is the #19 Polk. For information about Muni's accessible service, please call 415/923-6142. There is accessible parking available at 355 McAllister, Civic Center Plaza Garage. Call 415/863-1537.Accessible seating for persons with disabilities (including those using wheelchairs) will be available at meetings. The ringing of and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound producing electronic devices.

### Know Your Rights Under The Sunshine Ordinance

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review.

For more information on your rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code) or to report a violation of the ordinance, contact Donna Hall, Administrator, the Sunshine Ordinance Task Force, City Hall, Room 244 1 Dr. Carlton B. Goodlett Place, San Francisco, CA 94102-4689 or at 415/554-7724 ph. 415/554-5163 FAX and website at Donna_Hall@ci.sf.ca.us. Copies of the Sunshine Ordinance can be obtained from the Clerk of the Sunshine Task Force, the San Francisco Public Library and on the City's website at www.ci.sf.ca.us/bdsupvrs/sunshine.

### San Francisco Lobbyist Ordinance

Attention: Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance [SF Admin Code secs. 16.520 - 16.534] to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at 1390 Market Street #701, San Francisco, CA 94102, telephone (415) 554-9510, fax (415) 703-0121 and web site http://www.ci.sf.ca.us/ethics/.
Michael Housh, Commission Secretary 1/21/03

## 7. PUBLIC COMMENT

(This item is to allow members of the public to comment generally on matters within the Commission's purview as well as to suggest new agenda items for the Library Commission's consideration.)

## 8. ADJOURNMENT (requires motion and public comment) ACTION

Explanatory documents: Copies of explanatory documents listed in this agenda, and other related materials received by the Library Commission after the posting of this agenda, can be obtained from the Office of the Library Commission, Main Library, 6th Floor and also, to the extent possible, will be available on the Library's website at http://sfpl.org/.

6/23/03 - M.Housh, Commission Secretary

DRAFT

*San Francisco Public Library Commission*
100 Larkin Street, San Francisco, CA 94102-4733
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Michael Housh
*Commission Secretary*

SAN FRANCISCO PUBLIC LIBRARY COMMISSION

Draft Minutes of the regular meeting of Tuesday, May 20, 2003.
The San Francisco Public Library Commission held a regular meeting on Tuesday, May 20, 2003 in the Koret Auditorium, Main Library.

President Higueras called the meeting to order at 4:07PM.

The following members were noted present: Commissioners Bautista, Coulter, Higueras, and Strobin. Commissioners Steiman and Streets were excused.

AGENDA ITEM #1 APPROVAL OF THE MINUTES OF THE APRIL 1, 2003 COMMISSION MEETING

Public comment on AGENDA ITEM #1 APPROVAL OF THE MINUTES OF THE APRIL 1, 2003 COMMISSION MEETING

An anonymous member of the public observed that their comment expressing satisfaction with the Minutes applied only to the report of Agenda Item # 10 Public Comment not the minutes in general. Additionally, this person cited other page 9 errors in a discussion of the Fuhrman Fund and called attention to their public comment offered on adjournment concerning late Commissioner Nate Schmulowitz that was not reported. Mr. Ed Regan commented that his remarks were accurately reported. Mr. Peter Warfield cited: incomplete remarks about the strategic plan not mentioning books; a City Librarian's statement concerning credit reporting; that POE related work was not providing space for books; and no report of his approval of suggested agenda items offered under New Business. Deborah Doyle, Friends & Foundation requested that a Friends & Foundation Report mention of $50,000 Osher Foundation grants to branches be clarified to note that this referred to first phase branches with a reasonable hope that similar amounts would become available as the Friends & Foundation Capital Campaign for Branch Libraries gets underway.

Commission discussion of AGENDA ITEM #1 APPROVAL OF THE MINUTES OF THE APRIL 1, 2003 COMMISSION MEETING

President Higueras noted that the Minutes were not intended to be a verbatim report of the meeting, recommending that those seeking a word for word account review the tapes of the meeting and suggested that those dissatisfied with how items were reported in the minutes submit Public Comment Summary Statements as provided in the Sunshine Ordinance. President Higueras suggested omitting the Agenda item #1 reference to the anonymous member of the public approving the Minutes. The Commission Secretary proposed to correct omission of any public comment offered on adjournment. Commissioner Coulter asked that Ms. Doyle's proposed clarification in the Friends & Foundation Report be made.

Please note: These are draft Minutes subject to change by the Library Commission. Copies of Commission Minutes and handouts are available in the Office of the Commission Secretary, 100 Larkin Street, San Francisco,

MOTION: Commissioner Bautista, seconded by Commissioner Strobin that the April 1, 2002 Minutes be approved as amended.

ACTION: AYE 4-0 (Bautista, Coulter, Higueras, and Strobin)

## AGENDA ITEM #2 APPROVAL OF THE MINUTES OF THE APRIL 17, 2003 COMMISSION MEETING

### Public comment on AGENDA ITEM #2 APPROVAL OF THE MINUTES OF THE APRIL 17, 2003 COMMISSION MEETING

An anonymous member of the public called attention to a change made in the minutes's report of the City Librarian's remarks on the availability of Richmond Branch Prop. 14 Application documents, two typographical errors, and a mention of assumptions made that did not make clear what was referred to. Mr. Peter Warfield found that the reports of bond related matters were omitted and noted lack of report of his remarks concerning: Friends & Foundation fundraising overhead, a Prop 14 Application discussion in the February minutes; and the Excelsior Branch renovations and the size of the Branch collection.

### Commission comment on AGENDA ITEM #2 APPROVAL OF THE MINUTES OF THE APRIL 17, 2003 COMMISSION MEETING

Commissioner Coulter suggested that the Commission Minutes take a less is more approach. President Higueras agreed that the minutes could be simpler, more concise, and that the Library Commission's minutes were clearly by far the most detailed done by any City Commission.

Commissioner Chin joined the meeting at 4:23PM

MOTION: Commissioner Coulter, seconded by Commissioner Strobin that the April 17, 2002 Minutes be approved.

ACTION: AYE 5-0 (Bautista, Chin, Coulter, Higueras, and Strobin)

## AGENDA ITEM #3 BLIP ADVISORY COMMITTEE REVISION

The City Librarian outlined for the Commissioner a report (copy attached) recommending an expansion of the BLIP Advisory Committee. Ms. Hildreth provided an overview of the background of this proposal, citing in particular the extensive and positive contributions made by Supervisor Jake McGoldrick in considering ways to improve and expand citizen input. Ms. Hildreth then discussed the nature and work done by the various oversight and advisory bodies such as the General Obligation Bond Oversight Committee (GOBOC) and the Strategic Planning Task Force that had a role in assisting the Library. The City Librarian then described the current BLIP Advisory Committee makeup and discussed its work since being convened in October 2001. Ms. Hildreth next outlined key points in the proposed reconstitution of the BLIP Advisory Committee.

## Public comment on AGENDA ITEM #3 BLIP ADVISORY COMMITTEE REVISION

Ms. Denise D'Anne, San Francisco Tomorrow criticized the proposed reconstitution of the BLIP Committee and recommended an oversight committee created by and reporting to the Board of Supervisors instead. An anonymous member of the public suggested that the proposed body would be unwieldy and that any such body be independent and report to a higher authority such as that proposed by former Supervisor Yee or creation of a committee of the Commission to address these issues. Ms. Barbara Berman, Friends & Foundation, noted that as a book person, she was comfortable with the City Librarian's proposal and called attention to the importance of including youth input. Mr. Dick Millet, Potrero Boosters, expressed concern that the group was too large and not sufficiently representative of neighborhood organizations, suggesting inclusion of a representative from the Coalition of San Francisco Neighborhoods. Mr. Tony Sacco, New Mission Terrace Neighborhood Association, noted that he was involved because of his interest in the Excelsior Branch renovation and suggested that a 21 member group could work, but should have monthly meetings and include more neighborhood organizations such as the Coalition of San Francisco Neighborhoods. Ms. Ellen Egbert, Bernal Heights ' representative on the Council for Neighborhood Libraries, expressed support for the City Librarian's proposal; and suggested that there was sufficient neighborhood representation on the proposed 21 member committee. Mr. Peter Warfield found the proposed body unwieldy and commented that the charge for the group was too restrictive and opined that there should be real oversight and real independence. Ms. Deborah Doyle, Friends & Foundation, reported that the Friends & Foundation supported the proposed expansion and noted that the Board of Supervisors had recently consolidated or abolished many of its citizen advisory committees in view of the current budget situation. Ms. Susan Hall, Richmond Democratic Club, suggested that the proposed committee was too large and had too many members affiliated with the Library. Ms. Hall suggested that such a body not be limited to bond related matters, meet monthly, and include a representative from the Coalition of San Francisco Neighborhoods. Ms. Charlotte Breckinridge, expressed a preference for a Board of Supervisors appointed committee, opposition to efforts to digitize books, and recommended creation of computer centers. Ms. Vicky Moses, homeless, noted that the library was very important to her and asked that it be open more hours. Ms. Jeannene Przyblyski, Friends of Noe Valley, noted the importance of a branch centered view of libraries and suggested that the expanded Branch Library Improvement Program (BLIP) Advisory Committee, with additional suggestions, would be a big but inclusive body and that the Commission should move forward. Ms. Sue Cauthen, Neighborhood Library Coalition, urged that the Commission not take action and gather additional input and that she favored the approach proposed by former Supervisor Yee. Mr. Emeric Kalman questioned the budget for the BLIP Advisory Committee, questioning the cost of including city employees, and opined that everything was connected to taxpayers' money. Ms. Debra Neiman, Noe Valley resident, suggested inclusion of more branch library stakeholders and expressed concern that fighting over appointments could drive away interested library users.

## Commission comment on AGENDA ITEM #3 BLIP ADVISORY COMMITTEE REVISION

In response to questions by President Higueras, the City Librarian discussed the various Supervisors' reactions to the proposed expansion of the BLIP Advisory Committee and outlined the various ways neighborhood representatives were included in the proposal. Ms. Hildreth noted that the proposed number was not too unwieldy as the usual attendance could be expected to be 15 to 18 members. Commissioner Bautista expressed misgivings about the potential for conflict between the appointed representatives concerning what was wanted in their particular branches as well as conflict between adult and youth users. The City Librarian suggested that it was not necessary that the Commission take action at this meeting. Commissioner Chin noted that there was a difference between being heard and being able to stop the program. Commissioner Chin urged that individuals look beyond selfish goals. She also strongly urged that youth be represented. President Higueras concluded the discussion by noting that there were many difficult choices that had to be made in renewing existing libraries to meet the needs of users within the limitations imposed by spaces and budgets as well as address accessibility concerns and seismic safety issues. He pointed out that there was no bias toward computers over books and noted that younger users continually requested more media access. President Higueras remarked that the Branch Library Improvement Program was addressing both physical spaces as well as services offered in our libraries and that it was vital to trust the professionalism of the Library's staff to tailor each branch collection to the expressed needs of the neighborhoods. President Higueras commented that in his view the BLIP Advisory Committee should focus on the Branch Library Improvement Program alone.

Commissioner Bautista left the meeting at 5:33PM.

In response to a question by Commissioner Coulter, the City Librarian discussed the primarily fiscally oriented work of the General Obligation Bond Oversight Committee (GOBOC) created by the voters. Commissioner Coulter suggested that making the work for the proposed committee more interesting would attract and motivate involvement. He suggested that to address a broader issue that there could be an advisory committee on collection management issues created, but noted that these issues were tied together and should not be addressed in isolation. Commissioner Coulter recommended that a Commission Committee be created so that the Commissioners were actively involved in this process. He also suggested that a respected chair be recruited to lead this committee with clear assigned responsibilities. Commissioner Coulter further recommended that designated representation for communities of interest such as the disabled, youth seniors, and those not using libraries among others be identified for the committee appointments. Commissioner Coulter concluded that this committee could be either a great success or a real mess. He additionally recommended that the committee do an annual report and develop a charter to guide its activities. Commissioner Coulter noted that timing was everything and that the branch improvement projects could not wait but must go forward.

President Higueras noted that the proposed BLIP Committee should provide broad oversight over the Branch Library Improvement Program, but that the individual neighborhoods should have more direct input on their individual projects.

President Higueras called for a brief recess at 5:47PM
The Commission returned to session at 5:53PM

President Higueras explain that as the quorum would be lost at 6:30PM he was taking up Agenda Item #5 The Branch Improvement Program Managers' Report next and would then take Public Comment

AGENDA ITEM #5 BOND PROGRAM MANAGER'S REPORT (copy attached)

Branch Improvement Program Manager Marilyn Thompson noted that there would be an informational report on ADA (Americans with Disabilities Act) issues and the Branch Library Improvement Program this month. The Branch Improvement Program Manager then introduced Kevin Jensen, DPW Disability Access Coordinator and Marti Goddard, Library Access Services Manager for presentations on these issues. Ms. Goddard presented a report Accessibility for people with disabilities in SFPL Facilities (copy attached). Mr. Jensen then gave an overview of how City Capital projects must address disabled access issues. Mr. Jensen also provided a overview of ADA/Accessibility Regulations (copy attached) and discussed how they related to the Branch Improvement Program.

Ms. Thompson then presented her regular Budget, Schedule, Active Projects, and Community Outreach updates (copies attached). The Branch Library improvement Program Manager concluded her report noting the BLIP website was up and being updated, the current newsletter was available, and that there would be no special report this month.

Public Comment on AGENDA ITEM #5 BOND PROGRAM MANAGER'S REPORT

An anonymous member of the public called attention to the significance of the ADA as legislation that benefited not only the disabled but the entire community. However; this person noted that the potential impact of related costs should be carefully considered. Mr. Peter Warfield commented that it was good to have a presentation on ADA requirements and noted that it was important everyone understood what was required. Mr. Warfield expressed concern about any potential impact on book capacity and urged that staff be properly trained to use ADA assistance devices.

## Commission discussion of AGENDA ITEM #5 BOND PROGRAM MANAGER'S REPORT

In response to questions by Commissioner Chin the requirements for library shelf height and accessibility were explained.

## AGENDA ITEM #6 PUBLIC COMMENT

An anonymous member of the public suggested that the City Librarian's action to organize the BLIP Committee after a discussion of the issue before Library Commission was a violation of the Brown Act as an un-noticed action. This person also complained that Commissioners' comments during approval of the minutes recommending greater brevity and more concise reporting if taken as direction by the Commission Secretary also violated the Brown Act. Mr. Peter Warfield objected to materials not be made available in advance of the meeting. Mr. Warfield also found problematic the reported numbers of increase in books in the collection at the Richmond Branch Library. Mr. Ed Regan noted that it had been a very interesting meeting and that it was critical to understand the basics, know the rules, and identify the collection by fiction and non-fiction titles. He also suggested that Library public service hours be expanded from 6AM until Midnight 7 days per week 365 days each year. Mr. Peter Warfield

## AGENDA ITEM #7 ADJOURNMENT

MOTION: Commissioner Coulter, seconded by Commissioner Chin that the meeting be adjourned in memoriam of the late Robert Hansen, longtime Director of the Golden Gate Park Band. President Higueras fondly recalled attending Mr. Hansen's concerts in the park as a young child with his grandmother.

## Public comment on AGENDA ITEM #7 ADJOURNMENT

An anonymous member of the public suggested that the meeting be adjourned in memory of the late, Robert Hansen, Director of the Golden Gate Park Band from 1946 to 1996 who had recently passed away.

ACTION: AYE 4-0 (Chin, Coulter, Higueras, and Strobin)

The meeting was adjourned at 6:36PM.

Michael Housh, Commission Secretary 6/3/03

Please note: These are draft Minutes subject to change by the Library Commission. Copies of Commission Minutes and handouts are available in the Office of the Commission Secretary, 100 Larkin Street, San Francisco, CA 94102

Minutes of the regular Commission Meeting of May 20, 2003

# Appendix A

The Public Comment Summary Statements included in these Minutes are authorized by San Francisco Administrative Code Section 67.16..

These summary statements are provided by the speaker. Their contents are neither generated by, nor subject to approval or verification of accuracy by, the San Francisco Public Library Commission.

*The number of members of the public who spoke anonymously at this meeting. 1*

Minutes of the regular Commission Meeting of May 20, 2003

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## Public Comment of An Anonymous Citizen

San Francisco Public Library Commission Meeting, May 20, 2003

Item 1:
Approval of the Minutes: April 1, 2003

**"Under the approval of the March 4 minutes, the minutes state the anonymous citizen noted the explanation for questionable grammar. In fact what happened was that the anonymous citizen apologized to the secretary of the commission for a misunderstanding.**

**The same paragraph quotes the anonymous citizen as saying that the minutes are accurate when it is only specific comments on one subject that are accurate.**

**On page 9: Re Mr. Fuhrman, what was said was that the reference to business being the purpose was regarded as open provocation by the supporters of the Fuhrman Trust.**

**Even though there is no public comment on adjournment, there is a citizen summary. It was the anonymous citizen who called attention to Mr. Schlomowitz being a library commissioner. So the anonymous citizen did not get credit for one of his rare positive contributions."**

# Minutes of the regular Commission Meeting of May 20, 2003
## Appendix A

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**Public Comment of An Anonymous Citizen**
San Francisco Public Library Commission Meeting, May 20, 2003

Item 2:
Approval of the Minutes: April 17, 2003

**"You will be happy to learn that your city attorney uses these minutes as exhibits in actual lawsuits without including the required citizen summaries.**

**The approval of the minutes references the City Librarian clarifying her remarks. She clarified what she meant, a crucial distinction. The president of the commission followed up on that and there is no record of him having done so.**

**There are two typographical errors that render the sentences unreadable. A missing "more" and "there" replacing "their."**

**On page four the reference to assumptions was actually to the City Librarian's phrase "feasible to anticipate" which was used as "realistic to assume." Without those details it is not clear."**

Minutes of the regular Commission Meeting of May 20, 2003

# Appendix A

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**Public Comment of An Anonymous Citizen**
San Francisco Public Library Commission Meeting, May 20, 2003

Item 3:
BLIP Advisory Committee Revision

**"This is an evolved response to Supervisor Yee's suggestion. A letter went out over your president's signature criticizing that suggestion as unwieldy. I am surprised if this proposal answers that criticism.**

**A committee like this is intended to answer the need for oversight, independence, openness, responsibility, accountability and reporting to a higher authority.**

**In response to those criteria your reasonable options are to either welcome Supervisor Yee's original suggestion or to create a committee of this body including three members of your own commission. That committee can gather the resources that are described here to advise and consult with you.**

**This proposal looks like a camel designing a camel. This is a satire of unwieldy. This is so unwieldy that one wonders if it intended to create oversight or to drown any potential oversight."**

# Minutes of the regular Commission Meeting of May 20, 2003
## Appendix A

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**Public Comment of An Anonymous Citizen**
San Francisco Public Library Commission Meeting, May 20, 2003

Item 5:
Bond Program Manager's Report

**"The American with Disabilities Act ("ADA") requirements will have an obvious effect later.**

**I am glad that the Act has been described as the most significant civil rights legislation ever because that is undoubtedly true. The benefit of the legislation usually mentioned is the lifestyle benefit for the disabled themselves, but a benefit less often noted is the benefit to the entire society from the participation of the disabled.**

**But it always gives us pause when we considered the potential impact on the costs.**

**Now that the budget is already showing signs of pressure, we need to be assured that our estimates fully account for the impact of ADA.**

**We particularly need to hold in mind the situations at Golden Gate Valley and Noe Valley where the contradictory demands of architectural heritage and ADA will be most acutely felt."**

# Minutes of the regular Commission Meeting of May 20, 2003
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**Public Comment of An Anonymous Citizen**
San Francisco Public Library Commission Meeting, May 20, 2003

Item 6:
Public Comment

**"There is a reoccurring problem. The City Librarian stated in her memorandum on the BLIP Committee that she received direction from the Library Commission to organize the Committee. That is either incorrect or a confession of a Brown Act violation. What happened was that it was a discussion item on the agenda and then she turned to the Commission and asked if there was any objection.**

**Under the Brown Act this is an action. That makes it an unnoticed action.**

**Relative to that, there was an unnoticed discussion today about the policy that you would have regarding minutes. Commissioners Coulter and Higueras both agreed that the policy should be changed. If Mr. Housh regards that is direction from the commission, that is not only illegal discussion but illegal action."**

Minutes of the regular Commission Meeting of May 20, 2003

# Appendix A

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## Public Comment of An Anonymous Citizen

San Francisco Public Library Commission Meeting, May 20, 2003

Item 7:
Adjournment

**"I would like to recommend that we adjourn in honor of Robert Hansen.**

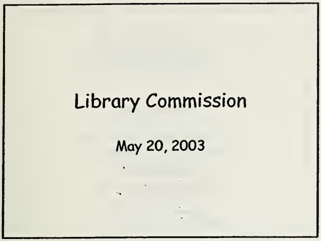
**It may seem a stretch for the Library Commission. Robert Hansen was the director of the Golden Gate Park Band. But I think, properly understood, every legislative body should adjourn in honor of Robert Hansen.**

**Mr. Hansen served in World War II including being at the Battle of the Bulge. He was decorated twenty times including the Bronze Star.**

**He joined the Golden Gate Park Band on July 4, 1946, and served without interruption for the following 53 years. He finally retired in 1999.**

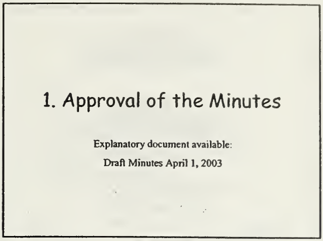
**If you were ever privileged to hear the Park Band under his leadership, he could hold forth on the musical history of everything from symphony music, to Broadway tunes, to Armenian or Korean folk music, and almost everything in between.**

**His service to the city was one of the civic treasures that makes San Francisco what it is."**



## Library Commission

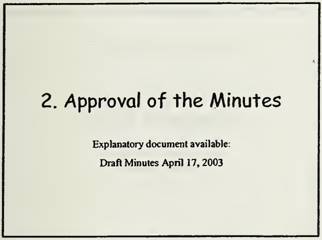
May 20, 2003



## 1. Approval of the Minutes

Explanatory document available:

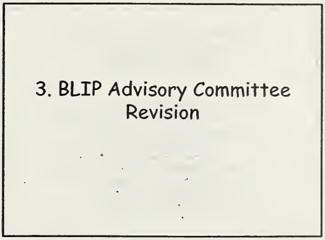
Draft Minutes April 1, 2003



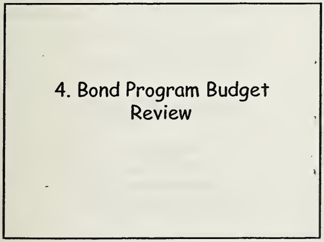
## 2. Approval of the Minutes

Explanatory document available:

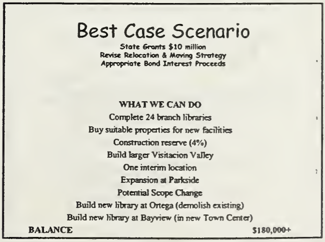
Draft Minutes April 17, 2003



## 3. BLIP Advisory Committee Revision



## 4. Bond Program Budget Review

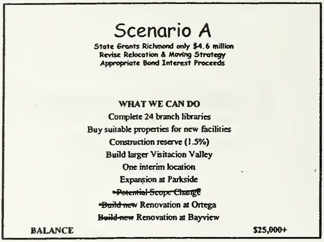


## Best Case Scenario

State Grants $10 million
Revise Relocation & Moving Strategy
Appropriate Bond Interest Proceeds

WHAT WE CAN DO
Complete 24 branch libraries
Buy suitable properties for new facilities
Construction reserve (4%)
Build larger Visitacion Valley
One interim location
Expansion at Parkside
Potential Scope Change
Build new library at Ortega (demolish existing)
Build new library at Bayview (in new Town Center)

| | |
|---|---|
| BALANCE | $180,000+ |

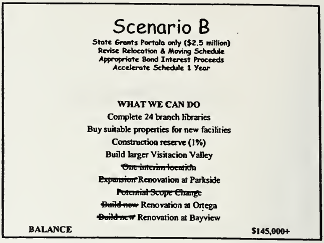


## Scenario A

**State Grants Richmond only $4.6 million**
**Revise Relocation & Moving Strategy**
**Appropriate Bond Interest Proceeds**

**WHAT WE CAN DO**
Complete 24 branch libraries
Buy suitable properties for new facilities
Construction reserve (1.5%)
Build larger Visitacion Valley
One interim location
Expansion at Parkside
~~Potential Scope Change~~
~~Build new~~ Renovation at Ortega
~~Build new~~ Renovation at Bayview

**BALANCE** **$25,000+**

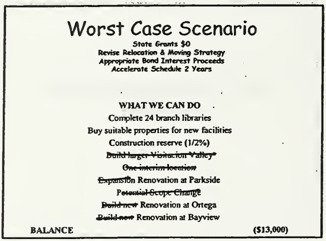


## Scenario B

**State Grants Portola only ($2.5 million)**
**Revise Relocation & Moving Schedule**
**Appropriate Bond Interest Proceeds**
**Accelerate Schedule 1 Year**

**WHAT WE CAN DO**
Complete 24 branch libraries
Buy suitable properties for new facilities
Construction reserve (1%)
Build larger Visitacion Valley
~~One interim location~~
~~Expansion~~ Renovation at Parkside
~~Potential Scope Change~~
~~Build new~~ Renovation at Ortega
~~Build new~~ Renovation at Bayview

**BALANCE** **$145,000+**

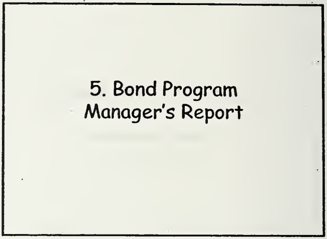


## Worst Case Scenario

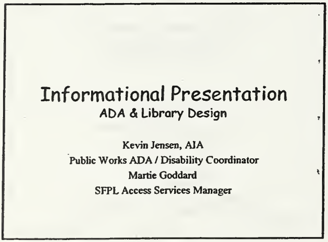
**State Grants $0**
**Revise Relocation & Moving Strategy**
**Appropriate Bond Interest Proceeds**
**Accelerate Schedule 2 Years**

**WHAT WE CAN DO**
Complete 24 branch libraries
Buy suitable properties for new facilities
Construction reserve (1/2%)
~~Build larger Visitacion Valley~~
~~One interim location~~
~~Expansion~~ Renovation at Parkside
~~Potential Scope Change~~
~~Build new~~ Renovation at Ortega
~~Build new~~ Renovation at Bayview

**BALANCE** **($13,000)**



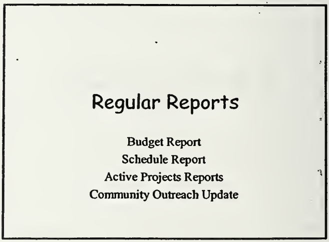
## 5. Bond Program Manager's Report



## Informational Presentation

### ADA & Library Design

Kevin Jensen, AIA
Public Works ADA / Disability Coordinator
Martie Goddard
SFPL Access Services Manager



## Regular Reports

Budget Report
Schedule Report
Active Projects Reports
Community Outreach Update

# Budget Report

Explanatory document available:

Current Budget Report

dated 5/20/03

---

# Budget Report

- Recap:

  10-10-01 Baseline Budget established
  12-20-01 Glen Park increased $88,000 for site acquisition
  01-17-02 Increased Reserve for Prop 14 (reduced all projects 5%)
  05-16-02 Funded Art Enrichment Fund (6 projects, $302,000)
  06-20-02 Mission Bay increased $653,000 for site acquisition
  12-20-02 Ingleside increased $455,000 for site acquisition
  02-20-03 F&F Budget updated
  TODAY- Reflects VVA Property Acquisition (action 4/17/03)

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# Schedule Report

Explanatory documents available:

Summary Schedule

dated 4/17/03

---

# Schedule Report

- Recap:

  10-10-01 Baseline Schedule established
  12-20-01 Revised Glen Park to match Developer's schedule
  01-17-02 Issued detailed schedules for Phases 1-2
  02-21-02 Revised to reflect Prop 14 strategy
  Revised Mission Bay to match Developer's schedule
  03-21-02 Issued detailed schedules for all Phases
  04-18-02 Revised to reflect Prop 14 strategy
  06-20-02 Adjusted projects for geographic distribution
  04-17-03 Revised to reflect latest Prop 14 strategy
  Revised Mission Bay to match Developer's schedule
  Revised Glen Park to match Developer's schedule
  TODAY No changes

---

# Active Projects Reports
# New Construction

- Glen Park
  - Purchase & Sale Agreement
  - Regulatory Agency Approvals
  - Plans & Specs (Shell)
  - Schedule
- Mission Bay
  - Redesign
  - Schedule
  - Budget

---

# Active Projects Reports
# New Construction

- Ingleside
  - Purchase & Sale Agreement
  - Prop 14 Application
  - Programming & Planning
  - Contract Negotiations
  - Westwood Park CC&Rs
- Portola
  - Purchase & Sale Agreement
  - Prop 14 Application
  - Subdivision
  - Contract Negotiations

## Active Projects Reports
## New Construction

- Visitacion Valley
  - Purchase & Sale Agreement
  - Prop 14 Application
  - Architect selected- Upcoming Competition

---

## Active Projects Reports
## Renovations

- Richmond
  - Prop 14 Application
  - Design Schedule
- Excelsior
  - Design & Bid Schedule
  - Upcoming Closure
- Noe Valley
  - Design Intensive
  - Contract Negotiations
- Marina
  - Planning & programming
  - Contract Negotiations

---

## Active Projects Reports
## Renovations

- Parkside
  - Contract Negotiations
  - Conceptual studies
  - Commission agenda
- North Beach
  - Contract Negotiations
- Sunset
  - Architect chosen
- West Portal
  - Architect chosen

---

## Community Outreach Update

- Library sponsored meetings:
  **6/7 Ingleside Community Meeting**
  **7/23 North Beach Community Meeting**
- Library invited as guest:
  **5/8 Sunset Neighborhood Coalition**
  **5/17 Visitacion Valley Planning Alliance**
  **5/29 SPUR**
- Other City Boards/Commissions:
  **5/22 Citizens General Obligation Bond Oversight Committee**
  **5/21 Finance Committee (Ingleside)**
- Web Site & Newsletter

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## Special Reports

There are no special reports this month.

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## 6. Public Comment

## 7. Adjournment

**Memorandum**

To: Library Commission
From: Susan Hildreth, City Librarian
Re: Reconstitution of Branch Library Improvement Program (BLIP) Advisory Committee
Date: May 17, 2003

## Background

Recently, some members of the public have suggested that legislation be introduced to create a citizen's advisory committee (CAC) for the San Francisco Public Library. This concept is based on legislation that was introduced last year by then Assemblyman Leland Yee. Supervisor Jake McGoldrick has met with these members of the public and with library staff, both individually and jointly. Supervisor McGoldrick has ably facilitated discussions that have resulted in my recommendation regarding the modification and expansion of the Branch Library Improvement Program (BLIP) Advisory Committee, an existing oversight body that currently is convened by the City Librarian. A CAC would provide oversight for all functions, programs and services of the Library, the same scope that the Library Commission currently performs. The reconstituted BLIP Advisory Committee will focus on the Branch Library Improvement Program and review a wide variety of service issues that are emerging as part of the branch renovations.

The Library's policy-making body is the **Library Commission**, with all members appointed by the Mayor. The Library has also established additional oversight bodies to obtain public input and provide forums for public discussion.

- In the 1980's, during very difficult financial times, the Library convened the **Council of Neighborhood Libraries**, which includes at least one representative from each of the 26 branches, and continues to meet on a monthly basis to discuss branch service issues.
- After the passage of the Branch Library Improvement Program in November 2000, the Library Commission was concerned about insuring broad citizen oversight for the branch bond program. In response to those concerns, the Library established the **BLIP Advisory Committee** that was designed to address program-wide issues with the bond program, such as accessibility, design excellence, alternative services during closure, nature of materials collections and services in new and renovated branches.
- The Bond Program is also reviewed regularly by the **Citizen's General Obligation Bond Oversight Committee**, recently launched as an outcome of voter approval of Proposition F "Citizen Oversight of Bond Expenditures" in the election of March 5, 2002.

- The Library sponsors several public meetings in each neighborhood as a branch library is being renovated or constructed.

**BLIP Advisory Committee**

Currently the BLIP Advisory Committee has a mix of members including both members of the public and City and Library staff members. In forming the BLIP Advisory Committee, stake-holder organizations that had interests in the Branch Improvement Program were identified and solicited to make appointments to the Committee. The City Librarian convened the committee and confirmed all the appointments, after receiving direction to organize the Committee from the Library Commission in October 2001. Please see that attached current membership list and committee charge. The Committee has been meeting regularly since April 2002 and has discussed and reviewed many facets of the Branch Library Improvement Program. Library staff have been convening meetings, preparing agendas and documents. All agendas and minutes are shared with the Library Commission and available for the public.

**Recommended Modifications/Expansion for the BLIP Advisory Committee**

The Committee was intended to perform a significant advisory role to the Library Commission regarding program-wide issues of the bond program. In order to insure the fulfillment of this role, I am recommending the following changes for the Committee.

- To insure that each Supervisorial district has representation on this body and that supervisors have clear input in the bond program, expand the Committee so that each supervisor appoints a Committee member who is a library user from his/her district. Currently, the supervisors have one appointment made by the President of the Board. Also, the Mayor would be able to appoint one Committee member. These appointments would be made by each supervisor and the Mayor individually, and not through the City's Rules Committee process.
- Structure the Committee so that it reports regularly to both the Library Commission and the Board of Supervisors.
- In order to provide the highest level of public access for the Committee, charter the the Committee as a committee of the Library Commission, which requires full Sunshine compliance for the body. Currently, it is a passive meeting body. The Commission Secretary would assist in staffing committee.
- Hold committee meetings, at a minimum, on a bi-monthly basis, with the chair elected from the members.
- Because the BLIP Advisory Committee would become a committee of the Commission, the Commission representative (Commissioner Helen Bautista) would no longer be a member, but could continue to serve in a liaison capacity.
- Add San Francisco Tomorrow as an organization that would appoint a representative to the Committee to represent neighborhood interests, in addition to the Council of Neighborhood Libraries' representative.
- Request that the San Francisco Unified School District appoint a member of the public with an identified interest in school library services. Currently, the representative is an SFUSD staff member.
- Identify an architectural organization that represents interest in a wide variety of architectural styles and request that a member be appointed. Request that the

Landmarks Preservation Advisory Board (LPAB) member serve as a resource to the Committee, as all historically significant projects must be reviewed by this LPAB through the City design review process.

- Current City and Library staff members of the Committee become ex-officio members who serve as resources for the Committee. These members would attend meetings as needed.

The proposed revised Committee roster is outlined below:

**BLIP Advisory Committee (21 members)**
Board of Supervisor appointments (11)
(Note that Donna Mandel was appointed by former Board President Tom Ammiano)
Mayor's at-large appointment (1)
Commission on Aging and Adult Services (1 seat, vacant)
Council of Neighborhood Libraries (Chet Roaman, alternate Melinda Adams)
Friends & Foundation of the San Francisco Public Library (Glen Ramiskey)
San Francisco Beautiful (Robin Chiang)
San Francisco Planning and Urban Renewal (Peter Winkelstein)
San Francisco Public Library Accessibility Panel (Harry Mar)
San Francisco Tomorrow (1 seat, to be appointed)
San Francisco Unified School District (1 seat for a member of the public, currently Ann Dalton, SFUSD staff)
Youth Commission (Joanna Gin)

**Staff/Resources for BLIP Advisory Committee (13 members)**
Susan Hildreth, City Librarian
Mike Housh, Commission Secretary
Helen Bautista, Commission Liaison
Donna Corbeil, Chief of Branches, SFPL
Mindy Linetzky, Bond Program Administrator, DPW
Marilyn Thompson, Bond Program Manage, DPW
Paul Underwood, Deputy City Librarian, SFPL
Deputy Director, Department of Public Works
Ken Bukowski, Department of Children, Youth and Their Families
Denise Castaneda, Department of Neighborhood Services
Gary Hoy, Department of Parks and Recreation
Tim Kelly, Landmarks Preservation Advisory Board
Dawn Kamalanathan, Mayor's Budget Office

**Recommendation**
I am presenting this report as an action item for your consideration. I would urge you to act in a reasonably timely fashion on this issue, as it is an important one and represents much interest from both citizens and Board of Supervisor members. Attached is a letter of support for this proposal from SPUR. The Friends & Foundation also support these proposed changes.

Cc: Supervisor Jake McGoldrick
Attachments

# Branch Library Improvement Program (BLIP) Advisory Committee

| First | Last | Affiliation |
|---|---|---|
| Melinda | Adams | Council of Neighborhood Libraries - alternate |
| Helen Marte | Bautista | Library Commission |
| Ken | Bukowski | Dept of Children, Youth, and their Families |
| Denise | Castaneda | Dept of Neighborhood Services |
| Robin | Chiang | San Francisco Beautiful |
| Ann | Dalton | San Francisco Unified School District |
| Joanna | Gin | San Francisco Youth Commission |
| Gary | Hoy | Dept of Recreation and Parks |
| Dawn | Kamalanathan | Mayor's Budget Office |
| Tim | Kelley | Landmarks Preservation Advisory Board |
| Harlan | Kelly Jr. | Dept of Public Works |
| Donna | Mandel | Board of Supervisors |
| Harry | Mar | SFPL Accessibility Panel/Dept of Public Health |
| Glen | Ramiskey | Friends & Foundation of the SFPL |
| Chet | Roaman | Council of Neighborhood Libraries |
| Peter | Winklestein | SPUR |

## Library Staff

| | | |
|---|---|---|
| Donna | Corbeil | Chief of Branches |
| Susan | Hildreth | City Librarian |
| Mindy | Linetzky | Bond Program Administrator |
| Marilyn | Thompson | Bond Program Manager |
| Paul | Underwood | Deputy City Librarian |

Chester A Roaman

May 16, 2003

San Francisco Library Commission
100 Larkin Street
San Francisco, CA 94102-4989

To the Library Commission:

Since I am unable to attend your meeting on Tuesday, I wish nevertheless to make some observations about the proposed expansion of the BLIP Advisory Committee on which I am the representative of the Council of Neighborhood Libraries.

First of all to the question of adequate oversight bodies currently providing public input into the bond program, let me cite CNL's own BLIP committee, of which I am a member. This subcommittee has been in existence since the beginning of implementation of Prop A. Its membership includes representatives of nearly every neighborhood branch presently in or about-to-be-in the improvement pipeline. The committee spent its first year clarifying the bond process, how it worked, and how information about it was disseminated to the interested public. At nearly every meeting of the CNL there is a BLIP report. In addition, any questions and/or issue clarifications that arise have been forwarded to the appropriate library and Bond personnel; either oral or written responses are usually returned by the following meeting. And during our meetings, extensive substantive discussions about many aspects of the undertaking have taken place.

The present scope of the BLIP Advisory Committee has been an on-going concern and we have been involved in continuous efforts to enlarge the membership almost from inception. This present recommendation from the City Librarian expanding membership to representatives of the Board of Supervisors seems a logical extension of what some of us have been thinking about all along. As I understand it, reporting directly to the Library Commission is part of our directive as it stands now, and we have not invoked it up to this point because there was no direct need. As to the question of independence, I have never felt the slightest degree of censorship or constraint at any of the meetings or reports on the meetings which I deliver to the CNL.

The BLIP Advisory Committee seems to me the perfect vehicle, already in place and functioning, for the transparency necessary for so public an undertaking as the Improvement Program. Other alternatives, like the Board of Supervisors appointing their own separate oversight group strikes me as unnecessary, a redundancy of red tape.

Sincerely,

Chester A Roam

Chester A. Roaman

OFFICERS

Frankie Lee
Chair

Jim Chappell
President

Vice Chairs
Anderson Barnes
Evette Davis
Anne Halsted
Tay Via

Terry Micheau
Treasurer

Shirley Douglas
Secretary

Michael Wilmar
sory Council Chair

OARD MEMBERS
David Burgess
Shirl Buss
laudine Cheng
Peggy Chiang
ie Christensen
Linda Crayton
born Erickson
lfonso Felder
Kyle Fiore
Frank Fudem
Gary Gee
oger Gordon
t Hoenigman
ian Ishimoto
Caryl Ito
nond Kernan
Mark Klein
John Kriken
omas LaTour
nes Lazarus
David Lee
id Madway
thy Merrill
eter Mezey
ick Morten
oye Moses
nie Nelson
ian O'Neill
ead-Rose
Brad Paul
lyn Payne
rzyblyski
adulovich
eresa Rea
s Roberts
Robinson
ck Roche
s Russell
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Vettel
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SPUR

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info@spur.org
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May 12, 2003

Mr. Charles Higueras, AIA
President, Library Commission
The San Francisco Public Library
100 Larkin Street
San Francisco, CA 94102

Dear Mr. Higueras:

On May 20, City Librarian Susan Hildreth will introduce a resolution to reconstitute and expand the Branch Library Improvement Program Advisory Committee as a Committee of the Library Commission and to include representation from each supervisorial district on this committee. I am writing on behalf of the San Francisco Planning and Urban Research Association (SPUR) to express our organization's support for this resolution.

In 2000 SPUR strongly supported the Proposition A bond initiative to renovate and improve the branch library system. We therefore support any effort that is so clearly designed to ensure the bond's success. A reconstituted BLIP Committee has the potential to strengthen confidence in the administration of government services by fostering active and appropriate citizen participation. The expenditure of the branch library improvement bond will be one of the most significant library initiatives over the next 10 years—it makes great sense to focus citizen oversight here.

We applaud the Library for its efforts to responsibly manage the Proposition A bond, and will continue to closely watch as plans for the renovation of the branch libraries progress.

Sincerely,

Jim Chappell
President
San Francisco Planning and Urban Research Association

Cc: Susan Hildreth

**City and County of San Francisco**

**Willie Lewis Brown, Jr., Mayor**
**Edwin M. Lee, Director**

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20 May 2003

# ADA / ACCESSIBILITY REGULATIONS OVERVIEW

San Francisco Public Library
Branch Library Improvement Program

I. Primary Accessibility Regulations & Statutes.
   A. Americans with Disabilities Act (ADA) and ADA Accessibility Guidelines (ADAAG).
   B. California CCR Title 24, Part 2; The California Building Code, as incorporated in the San Francisco Building Code (SFBC).
   C. California Health and Safety Code Sec. 18951-18961; State Historic Building Code and other provisions.
   D. California Government Code; various provisions.
   E. California Civil Code; various provisions. Non-discrimination.

II. Key Accessibility Requirements for Public Libraries.
   A. Public activities, services and programs are required to be accessible in an integrated setting to persons with disabilities, per Title II of the ADA (State and Local Government Facilities). Separate or different measures may be necessary to ensure equal opportunity to the SF Library. When viewed as a whole all activities, services and programs must be readily accessible to and usable by persons with disabilities.
   B. New construction is to be physically accessible to persons with disabilities.
   C. Renovations, Structural Repair Projects, Additions and alterations are to be physically accessible.
   D. Historic Buildings are required to be accessible – more latitude for equivalent facilitation.
   E. Physical barrier removal that is not triggered by construction projects in existing facilities, in order to provide program accessibility that is "readily achievable" and not an "undue burden or administrative expense."

III. Typical and Specific Accessibility Requirements for Libraries.

A. Main Entrances; width, threshold, level landings, hardware, opening force.
B. Ground level exits accessible to public way or exit yard.
C. Access to all floors and levels via ramp or elevator, sometimes LU/LA or lift.
D. Parking, passenger loading zones & public transit stops.
E. Sidewalks, Curb Ramps, and other paths of travel.
F. Aisle widths per occupant load, otherwise special provisions for libraries; 44 inches min. at main aisles, 36 min. at range, side and end aisle in stack areas, 42 to 44 inches preferred where possible. Staff assistance required when shelving is higher than 54 inches above the floor, also when card catalogs are above 48 inches.
G. Sanitary Facilities. Separate for Men & Women. Unisex/Family and Children's desirable where possible. Drinking fountains; high/low.
H. Telephones & TTY/TDD.
I. Information desks, checkout counters & transaction counters.
J. Reading and study areas; Carrels, desks, tables, counters, fixed seating. Each functional area.
K. Kiosks and other interactive devices are to be accessible to persons with visual disabilities, such as "talking" ATM's. Otherwise public entity must furnish auxiliary aids and services when necessary to ensure effective communication, unless an undue financial or administrative burden, or fundamental alteration of the program or service would result.

    1. Auxiliary aids to ensure effective communication may include such services or devices as qualified interpreters, assistive listening headsets, television captioning and decoders, TTY's, videotext displays, readers, taped texts, Braille materials, and large print materials.

L. Reference areas and equipment; computers, card catalogs, magazine displays.
M. Meeting rooms. Assistive listening systems, fixed or portable.
N. Employee and storage areas.
O. Signage.
P. Alarms; Audio-visual.
Q. Children's areas and alternate anthropometrics standards of ADAAG.

# Accessibility for People with Disabilities in SFPL Branch Facilities

Library Commission presentation by Marti Goddard – 05/20/03

Good evening, Commissioners!

Citizen support, bond funds and activities undertaken for the SFPL Branch Library Improvement Program are making it possible for the Library to fulfill for our users the promise of the Americans with Disabilities Act – or ADA – which was passed in 1990. The ADA has often been called the most far-reaching of all the Civil Rights laws that have been enacted over the past 40 years, because disability is a fact of life in each of our communities and neighborhoods. Disability crosses all boundaries of race, ethnicity, gender, economic level and age. In San Francisco, figures from the 2000 Census indicate that more than 20% of our current and potential users have disabilities. This means that more than 150,000 people in the City and County of San Francisco will benefit by having improved access to their libraries. That number would be much larger if we also could count the family members, friends and associates of people with disabilities who benefit when all people are able to fully and independently participate in our programs of service. In addition, it is important to keep in mind that the number of people with disabilities grows as the population ages. To provide more food for thought on that point, I again turn to the 2000 Census.

- 8.1% of children aged 5 – 20 have disabilities.
- 17.9% of working age adults, those who are 21 – 64, have disabilities.
- 44.1% of adults ages 65 and over have disabilities.

Again – there are currently more than 150,000 residents of San Francisco who will directly benefit by these improvements.

Because it is a department of the City and County of San Francisco, SFPL is covered by Title II, Subtitle A of the Americans with Disabilities Act. This law ensures that qualified individuals with disabilities are not excluded from participation in or denied benefits of any programs, services or activities provided by State and local governments. To honor the requirements of the ADA, services and activities must be provided in the most integrated setting appropriate to the needs of the individual. Through Access Services, the Library offers a number of specialized programs for people with disabilities, many of which are centered in the Main Library. However, the ADA specifies that individuals with disabilities may participate in general programs if they prefer, and, as you know, San Franciscans value being able to use their neighborhood libraries. Staff throughout SFPL will be better able to provide services as required by the ADA when all of our buildings have been made fully accessible.

The work of architects in the Branch Library Improvement Program is guided by Federal and California regulations and building codes that are quite explicit and stringent. The California Code of Regulations and the Uniform Federal Accessibility Standards set the standards that will shape our new and renovated facilities. Mr. Jensen will be talking more about that.

Though I understand that one of the greatest priorities expressed by members of the Commission is to maximize space for shelves and materials in our branches, I am here to make a plea for honoring the spirit of the Americans with Disabilities Act and for keeping in mind the benefits of making our facilities fully accessible for any individual who wishes to use them.

Full accessibility requires attention to more than ramps, accessible doorways, elevators and clear paths of travel. However, the first and highest priority is to get people into a building and make it possible for them to safely make their way to the services or activities they are seeking. This will serve the needs of older adults and other individuals who use mobility devices such as walkers, canes and crutches as well as people who use wheelchairs. An example that often is used to illustrate the value of curb cuts and ramps is that mothers pushing strollers are able to more easily get into our buildings. I am excited by the idea that a parent or caregiver who uses a wheelchair will be able to bring their young children into a branch library to participate in a lapsit storytime or after school activity.

Building accessibility features that are not directly related to paths of travel include safety features, such as visible alarms for people who are hard or hearing or deaf. They also include amenities such as accessible public toilets, water fountains and telephones.

Full accessibility also means making our print and electronic resources accessible. Space for large print and audio materials is a necessity in each of our branches, as is space for assistive technology that makes it possible for people with disabilities to have alternate access to conventional materials.

Bottom line – full accessibility means that people with disabilities will be able to use all the services provided by the San Francisco Public Library. People of all ages and abilities will be able to comfortably and independently apply for a new library card, borrow materials, and talk to a librarian eye-to-eye when they ask a reference question. As much as possible, they will be able to easily reach materials without having to stretch really high or bend low. They will be able to use copy machines independently. Effective signs will make it easier for people with low vision or learning disabilities to find the materials they need. And – people with disabilities will be able to fully participate in all the wonderful public programs we offer – through having integrated seating in our meeting rooms if they use wheelchairs, as well as having access to accommodations such as assistive listening devices and interpreter services.

I will close by telling you that presentations and discussion at the meeting of the Mayor's Disability Council last Friday were about planning and funding for compliance with the ADA throughout San Francisco. The Library was mentioned a number of times as a City department that has in place resources and a plan to bring all of our facilities into full compliance. I think we all should be very proud of that. And – as time goes on – we all can be assured that the Branch Library Improvement Program is actually improving the quality of life for more than 150,000 people with disabilities in San Francisco, along with all our other users.

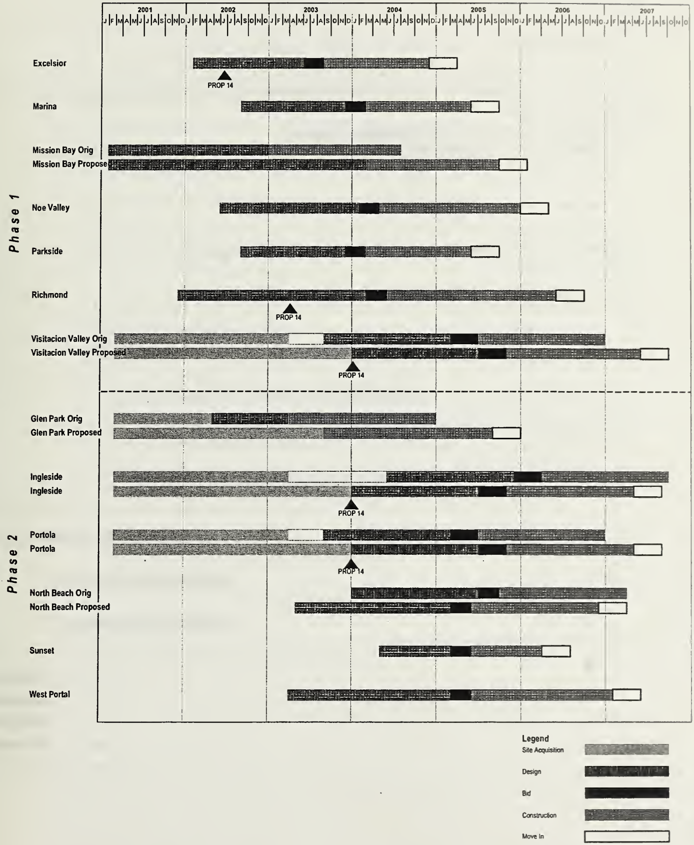
Thank you!

CURRENT BUDGET REPORT-2000 Branch Library Improvement Bond Program
May 20, 2003

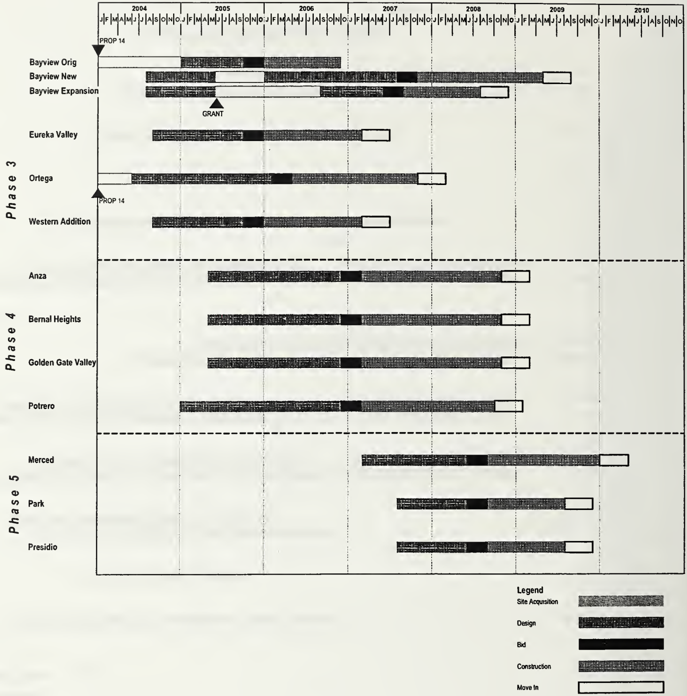
| | JOB # | Branch | BUDGET<br>Baseline Budget (10/01) | BUDGET<br>Approved Budget (2/03) | BUDGET<br>Approved Budget (4/03) | REVENUE – FUND STRATEGY<br>City Prop. A Bonds | REVENUE – FUND STRATEGY<br>State Prop. 14 | REVENUE – FUND STRATEGY<br>Other Sources | REVENUE – FUND STRATEGY<br>Total All Sources | FUND STATUS<br>Appropriated | FUND STATUS<br>Total Available | EXPENDITURES/ENCUMBRANCES<br>Actual 30-Apr-03<br>B | EXPENDITURES/ENCUMBRANCES<br>New This Month |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **Phase 0 Projects** | | | | | | | | | | | | | |
| GP | 7514A | Glen Park | 1,770,000 | 3,428,000 | 3,428,000 | 3,428,000 | (4) | | 3,428,000 | 3,428,000 | 3,428,000 | 21,569 | 0 |
| IN | 7518A | Ingleside | 1,770,000 | 2,225,000 | 2,225,000 | 1,025,000 | 1,200,000 (4) | | 2,225,000 | 2,225,000 | 2,225,000 | 83,184 | 462 |
| PL | 7519A | Portola [1] | 1,770,000 | 1,770,000 | 1,770,000 | 1,070,000 | 700,000 (4) | | 1,770,000 | 1,770,000 | 1,770,000 | 14,502 | 0 |
| VV | 7521A | Visitacion Valley | 2,090,000 | 2,090,000 | 2,806,000 | 2,808,000 | (4) | | 2,806,000 | 731,500 | 731,500 | | 0 |
| SC | 7523A | Support Services | 9,080,000 | 8,628,000 | 8,828,000 | 8,828,000 | | | 8,626,000 | 8,628,000 | 8,626,000 | 8,523,064 | 0 |
| | | *SUBTOTAL* | *18,480,000* | *18,139,000* | *18,855,000* | *16,955,000* | *1,900,000* | *0* | *18,855,000* | *16,780,500* | *16,780,500* | *8,642,319* | *462* |
| **Phase 1 Projects** | | | | | | | | | | | | | |
| EX | 7525A | Excelsior | 3,820,000 | 3,629,000 | 3,629,000 | 3,629,000 | (4) | | 3,629,000 | 1,400,825 | 1,400,825 | 531,873 | 22,719 |
| MA | 7510A | Marina | 4,110,000 | 3,904,500 | 3,904,500 | 3,904,500 | | | 3,904,500 | 3,904,500 | 3,904,500 | 36,387 | 0 |
| MB | 7518A | Mission Bay | 3,350,000 | 3,957,000 | 3,957,000 | 3,957,000 | | | 3,957,000 | 3,957,000 | 3,957,000 | 54,315 | 3,899 |
| NV | 7511A | Noe Valley | 4,410,000 | 4,189,500 | 4,189,500 | 4,189,500 | | | 4,189,500 | 1,047,375 | 1,047,375 | 40,780 | 0 |
| PS | 7512A | Parkside | 2,880,000 | 2,736,000 | 2,736,000 | 2,736,000 | | | 2,736,000 | 2,738,000 | 2,738,000 | 43,950 | 0 |
| RI | 7513A | Richmond | 7,630,000 | 7,141,500 | 7,141,500 | 41,500 | 4,700,000 (4) | 2,400,000 (2) | 7,141,500 | 2,441,500 | 2,441,500 | 482,925 | 46,020 |
| VV | 7522A | Visitacion Valley | 3,230,000 | 3,020,500 | 3,020,500 | 3,020,500 | (4) | | 3,020,500 | 620,000 | 620,000 | 33,769 | 5,769 |
| | | *SUBTOTAL* | *29,430,000* | *28,578,000* | *28,578,000* | *21,478,000* | *4,700,000* | *2,400,000* | *28,578,000* | *16,107,200* | *16,107,200* | *1,223,999* | *78,407* |
| **Phase 2 Projects** | | | | | | | | | | | | | |
| GP | 7515A | Glen Park | 2,800,000 | 1,253,000 | 1,253,000 | 1,253,000 | (4) | | 1,253,000 | 1,253,000 | 1,253,000 | 37,815 | 0 |
| IN | 7517A | Ingleside | 2,800,000 | 2,618,000 | 2,618,000 | 918,000 | 1,700,000 (4) | | 2,618,000 | 885,000 | 665,000 | 35,532 | 517 |
| PL | 7520A | Portola | 2,800,000 | 2,618,000 | 2,618,000 | 918,000 | 1,700,000 (4) | | 2,618,000 | 685,000 | 665,000 | 51,618 | 0 |
| NB | 7528A | North Beach | 3,480,000 | 3,287,000 | 3,287,000 | 3,287,000 | (4) | | 3,287,000 | 821,750 | 821,750 | | 0 |
| SS | 7527A | Sunset | 1,490,000 | 1,415,500 | 1,415,500 | 1,415,500 | | | 1,415,500 | 1,415,500 | 1,415,500 | 10,234 | 0 |
| WP | 7528A | West Portal | 4,110,000 | 3,904,500 | 3,904,500 | 3,904,500 | | | 3,904,500 | 976,125 | 976,125 | 17,983 | 0 |
| | | *SUBTOTAL* | *17,460,000* | *15,098,000* | *15,096,000* | *11,698,000* | *3,400,000* | - | *15,098,000* | *5,796,375* | *5,796,375* | *153,182* | *517* |
| **Phase 3 Projects** | | | | | | | | | | | | | |
| BV | 7529A | Bayview | 3,820,000 | 3,629,000 | 3,629,000 | 3,629,000 | (4) | | 3,829,000 | | 0 | 17,548 | 1,015 |
| EV | 7530A | Eureka Valley | 4,580,000 | 4,351,000 | 4,351,000 | 4,351,000 | | | 4,351,000 | | 0 | 18,202 | 0 |
| OR | 7531A | Ortega | 3,580,000 | 3,382,000 | 3,382,000 | 3,382,000 | (4) | | 3,382,000 | 70,000 | 70,000 | | 0 |
| WA | 7532A | Western Addition | 3,430,000 | 3,258,500 | 3,258,500 | 3,258,500 | | | 3,258,500 | | 0 | 23,687 | 1,015 |
| | | *SUBTOTAL* | *15,390,000* | *14,620,500* | *14,820,500* | *14,620,500* | *0* | *0* | *14,620,500* | *70,000* | *70,000* | *59,437* | *2,030* |
| **Phase 4 Projects** | | | | | | | | | | | | | |
| AZ | 7533A | Anza | 4,740,000 | 4,503,000 | 4,503,000 | 4,503,000 | | | 4,503,000 | | 0 | | 0 |
| BE | 7534A | Bernal Heights | 5,350,000 | 5,082,500 | 5,082,500 | 5,082,500 | | | 5,082,500 | | 0 | | 0 |
| GG | 7435A | Golden Gate Valley | 5,340,000 | 5,073,000 | 5,073,000 | 5,073,000 | | | 5,073,000 | 50,000 | 50,000 | | 0 |
| PT | 7538A | Potrero | 4,230,000 | 4,018,500 | 4,018,500 | 4,018,500 | | | 4,018,500 | | 0 | | 0 |
| | | *SUBTOTAL* | *19,660,000* | *18,677,000* | *18,677,000* | *18,677,000* | *0* | *0* | *18,677,000* | *50,000* | *50,000* | *0* | *0* |
| **Phase 5 Projects** | | | | | | | | | | | | | |
| ME | 7537A | Merced | 4,200,000 | 3,990,000 | 3,990,000 | 3,990,000 | | | 3,990,000 | | 0 | | 0 |
| PK | 7538A | Park | 1,310,000 | 1,244,500 | 1,244,500 | 1,244,500 | | | 1,244,500 | | 0 | | 0 |
| PD | 7539A | Presidio | 1,530,000 | 1,453,500 | 1,453,500 | 1,453,500 | | | 1,453,500 | 15,000 | 15,000 | | 0 |
| | | *SUBTOTAL* | *7,040,000* | *6,688,000* | *6,688,000* | *6,688,000* | *0* | *0* | *6,688,000* | *15,000* | *15,000* | *0* | 0 |
| **Program-Wide Services & Costs** | | | | | | | | | | | | | |
| LM | 7501A | Library Program Costs | 800,000 | 800,000 | 800,000 | 800,000 | | | 800,000 | 600,000 | 600,000 | 86,936 | 1,504 |
| CS | 7500A | Program Consultants | 750,000 | 750,000 | 750,000 | 750,000 | | | 750,000 | 562,500 | 562,500 | 93,041 | 1,149 |
| PM | 7509A | City Program Management | 3,800,000 | 3,600,000 | 3,800,000 | 3,600,000 | | | 3,600,000 | 1,013,822 | 1,013,822 | 515,295 | 32,794 |
| RE | 7502A | Real Estate Dept | 120,000 | 120,000 | 120,000 | 120,000 | | | 120,000 | 120,000 | 120,000 | 120,000 | 0 |
| AR | 7503A | Art Enrichment Program | 0 | 302,000 | 302,000 | 302,000 | | | 302,000 | 302,000 | 302,000 | 26,191 | 2,391 |
| RM | | Relocation & Moving Reserve | 4,380,000 | 4,320,000 | 4,320,000 | 4,320,000 | | | 4,320,000 | 1,080,000 | 1,080,000 | | 0 |
| FE | | Furniture & Equipment Reserv | 15,000,000 | 16,000,000 | 18,000,000 | 0 | | 18,000,000 (3) | 18,000,000 | | 0 | | 0 |
| FC | | Bond Financing Costs | 1,500,000 | 1,500,000 | 1,500,000 | 1,500,000 | | | 1,500,000 | 338,822 | 338,822 | 251,551 | 36,313 |
| SF | | Program Reserve | 1,675,000 | 5,074,500 | 4,358,500 | 4,358,600 | | | 4,358,500 | 818,981 | 818,981 | | 0 |
| | | *SUBTOTAL* | *27,805,000* | *32,488,500* | *31,750,500* | *15,750,500* | *0* | *18,000,000* | *31,750,500* | *4,835,925* | *4,835,925* | *1,095,014* | *74,151* |
| **TOTAL** | | | **133,265,000** | **134,265,000** | **134,265,000** | **105,865,000** | **10,000,000** | **18,400,000** | **134,265,000** | **43,655,000** | **43,655,000** | **11,173,951** | **155,567** |

(1) Direct Cost of Land estimated by ORE for Portola $1,125,000.
(Remainder represents estimated costs for relocation benefits, appraisal fees, real estate staff time, city attorney costs, Phase 1 & 2 studies, ALTA surveys, closing costs, demolition, remedial sitework)
(2) Earthquake Safety Program funds remaining for Branch Libraries
(3) Private donations from Friends & Foundation, includes Friends and Foundation fundraising expenses.
(4) Prop. 14 applications may be submitted for these projects

# Branch Library Program Summary Schedules



# Branch Library Program Summary Schedules



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DOCUMENTS DEPT.
JUL 11 2003
SAN FRANCISCO
PUBLIC LIBRARY

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*President*

Carol Steiman
*Vice President*

Helen Marte Bautista
Lonnie K. Chin
Steven A. Coulter
Fran A. Streets
Deborah Strobin
*Commissioners*

Susan Hildreth
*City Librarian*

Michael Housh
*Commission Secretary*

# SAN FRANCISCO PUBLIC LIBRARY COMMISSION

Draft Minutes of the special meeting of Thursday, June 26 2003.

The San Francisco Public Library Commission held a special meeting on Thursday, June 26, 2003 in the Koret Auditorium, Main Library.

President Higueras called the meeting to order at 4:04 PM.

The following members were noted present: Commissioners Bautista, Coulter, Higueras, Steiman, and Strobin. Commissioner Chin joined the meeting at 4:08PM Commissioner Streets was excused.

## AGENDA ITEM #1 APPROVAL OF THE MINUTES OF THE MAY 20, 2003 COMMISSION MEETING

### Public comment on AGENDA ITEM #1 APPROVAL OF THE MINUTES OF THE MAY 20, 2003 COMMISSION MEETING

An anonymous member of the public called attention to two errors in the Minutes and in particular the mis-reporting of the dates of Mr. Robert Hansen's service as Director of the Golden Gate Park Band. Mr. Peter Warfield cited a number of omissions that he felt diminished public comment in support of books, cited what he believed to be inaccurate reporting of previous minutes, and omission of some remarks by the Commission President.

### Commission discussion of AGENDA ITEM #1 APPROVAL OF THE MINUTES OF THE APRIL 1, 2003 COMMISSION MEETING

The Commission Secretary proposed to correct a mistake in the report of Mr. Hansen's years of service with the Golden Gate Park Band.

MOTION: Commissioner Bautista, seconded by Commissioner Strobin that the May 20, 2003 Minutes be approved as amended.

ACTION: AYE 4-0 (Bautista, Coulter, Higueras, and Strobin)

## AGENDA ITEM #2 BOND PROGRAM MANAGER'S REPORT (copy attached)

Branch Improvement Program Manager Marilyn Thompson noted that there would be no informational report. The Branch Improvement Program Manager reported a total of $11,359,814 in expenditures and encumbrances to date. Ms. Thompson noted that schedules dated April 17th were available then presented her regular Budget, Schedule, Active Projects, and Community Outreach updates reports (copies attached). The Branch Library Improvement Program Manager ending calling attention to BLIP website and that the current newsletter was available, and that there would be no special report this month.

## Public Comment on AGENDA ITEM #2 BOND PROGRAM MANAGER'S REPORT

An anonymous member of the public called attention to a neighborhood planning meeting hosted by the Planning Department in Glen Park and expressed concerns with the vagueness of the report of the extent of the changes resulting from the redesign of the Mission Bay Branch. J. Loren Guides expressed a desire that the Excelsior Branch be expanded. Mr. Peter Warfield expressed a desire for a centralized report that would indicate and keep track of each of the individual changes made to any of the branch project's plans.

## Commission discussion of AGENDA ITEM #2 BOND PROGRAM MANAGER'S REPORT

In answer to questions by Vice President Steiman and President Higueras, Ms. Thompson gave an overview of the mostly back of house changes impacting the Mission Bay Branch Library resulting from the redesign of the entire building housing the new Branch. Ms. Thompson then spoke briefly concerning the Planning Department's, in conjunction with BART and the Library, Glen Park Neighborhood Planning Workshop for neighborhood transportation improvements to be held over several days with a final report due on July 23rd. Commissioner Bautista suggested that a location be found where the current plans for Branch Library Improvement program projects could be viewed. The City Librarian suggested a rotating display in space available on the Main Library's 6th Floor.

## AGENDA ITEM #3 BOND PROGRAM BUDGET REVIEW

City Librarian Susan Hildreth and Branch Library Improvement Program Manager Marilyn Thompson provided an extensive Branch Library Improvement Program Budget Review, background discussion and detailed overview of four Bond Program Budget scenarios, each depending on how much or how little Prop. 14 (State Library Bond) funds were obtained (copies attached).

## Public comment on AGENDA ITEM #3 BOND PROGRAM BUDGET REVIEW

A Parkside resident recommended the Commission approve funding for real estate costs and while acknowledging the importance of Prop. 14 funds, suggested that the Parkside Branch had not received a fair share originally. An anonymous member of the public found surprising that the Library would report that no money from the state might be received and suggested that the worst case scenario was probable. This person also felt the $1.2 million site cost for the Portola Branch was a gift. Mr. Peter Warfield noted that the amount of the bond had been reduced before it was on the ballot in hope of receiving Prop. 14 funds. Mr. Warfield criticized shifts of funding among projects and rearranging of priorities. Mr. Warfield also suggested that community space at the Richmond Branch be cut to provide more space for books and criticized the project reserve for reducing the amounts available for each project. Mr. Martin Gomez, Friends & Foundation applauded the presentation and emphasized that the Friends & Foundation were committed to making the Bond Program a success.

## Commission comment on AGENDA ITEM #3 BOND PROGRAM BUDGET REVIEW

In response to a question by President Higueras, Ms. Thompson explained how the construction reserves to address major unforeseen conditions were built in to the program reserves in addition to the funds designated for change orders. President Higueras emphasized the importance of maintaining a large enough reserve so that all of the Bond projects would be completed otherwise, early projects would get done and later ones could lose out. In response to a question by Commissioner Bautista, Ms. Thompson discussed how the budgets were developed after the voters approved the bond issue. President Higueras noted that the individual budgets should not be thought of as fixed entitlements. Commissioner Bautista pointed out in most case the bond only funded renovations not expansions. President Higueras noted that expansions could only be done if they could be accommodated within meeting the goals originally set out in the bond. In response to a question by Commissioner Chin, the Richmond Branch was identified as the only branch proposed to have an alternative location during construction and renovation. In answer to a question by President Higueras, Deputy City Attorney Catharine Barnes discussed the strictures imposed on and limitations involved in applying interest income earned from bond sales to fund later program projects. Deputy City Librarian Paul Underwood noted that it was planned to make use of the anticipated $2.5 million in such funds when they might become available for such use after 2004/05. In response to Vice President Steiman's suggestion that accelerating the program schedule could also provide additional funds, it was report that not enough additional money would be generated and that there could be problems having many branches closed and undergoing renovation at the same time. Vice President Steiman also pointed out that funds in the operating budget allocated for branch upkeep could also be used to fund the renovations. President Higueras commented that it had been a useful discussion and that more thought would be given to the project reserve as the funding picture developed.

MOTION: Commissioner Bautista, seconded by Commissioner Steiman for approval of the transfer of $115, 281 from the Project Reserve to fund real estate acquisition related costs.

ACTION: AYE 5-0 (Bautista, Coulter, Higueras, Steiman, and Strobin)

President Higueras called for a brief recess at 5:27PM
Commissioner Coulter left the meeting during the recess.
The Commission returned to session at 5:34PM

## AGENDA ITEM #4 PARKSIDE BRANCH

Ms. Hildreth presented a memorandum revision of the Project Scope for the Parkside Branch Library (copy attached) and made a background presentation about how the question of first only renovation and now possible expansion was proposed for the Parkside Branch Library. Ms. Hildreth noted that as Parkside was located on Recreation & Park Department property there were limitations on potential expansion but noted Supervisor Ma's interest in and support for finding a solution. Ms. Hildreth then briefly described the architect's proposal for a 985”’ sq. ft. expansion the could cost an additional $500,000 and noted there was a question as to having a program space or not. The City Librarian noted that these changes would mean that the original schedule for the branch's renovation could not be kept and suggested that West Portal could be moved up in its place.

## Public comment on AGENDA ITEM #4 PARKSIDE BRANCH

An anonymous member of the public pointed to a comment by Commission Bautista that pointed to a risk some projects might not get funded and found the proposal for expansion problematic but noted that there was a need to expand and room to expand and the community believed a half million was easy to find. Ms. Eileen Bogan, SPEAK, urged that the Commission approve the proposed Parkside expansion without a community room, noting that Parkside needed more than a renovation and that the neighborhood of homeowners/voters expected the needs of their branch to be met. Ms. Laurie Guidas, an 11 year Parkside resident and regular user of the library, urged the Commission to reallocate bond funds to Parkside saying that it had not received a fair share as the 8th highest circulation branch and noting it was ranked 27th in bond allocations and was open only 6 days per week. Ms. Nancy Wuerful, urged approval of the Parkside expansion without a community room without delay commenting that residents felt that Parkside's 21st ranking in allocation of bond money was inappropriate and that there were funds available in the reserve and pointed out that Mission Bay received more money. Mr. Douglas Ryan urged approval of the proposed Parkside expansion without a community room noting that the space could be better used. Mr. Peter Warfield expressed dismay that the plans did not provide for expansion of the collection and claimed that Prop. E (Library Preservation Fund) mandated priority allocation of funds for books and hours. Ms. Lisa Sang, a Parkside neighbor, urged that the Commissioners approve the proposed expansion to meet the needs of neighborhood children noting that the branch was a welcoming quiet environment for study and the librarians very helpful. Ms. Sang found the current branch too crowded commenting that her neighborhood deserved the expansion. Ms. Annie Lee, Parkside resident, pointed out that there was not enough room in the existing branch to study and that an expansion would greatly benefit students using the branch.

## Commission discussion of AGENDA ITEM #4 PARKSIDE BRANCH

There was an extensive discussion among the Commissioners noting that Parkside was a very heavily used branch, that it did indeed have a large circulation, and that if possible expansion should be considered. In response to questions by Vice President Steiman, Commissioner Bautista, and Chin, the City Librarian discussed the issues involved with the age of the building, ADA and seismic improvements that resulted in the original DPW formula used to determine the baseline cost included in the bond proposal for the renovated branches. Commissioner Chin emphasized that the Commission had a responsibility be fair to all but suggested that it would not be prudent to respond immediately. Commissioner Chin suggested that Parkside users could wait and take a chance that more money would become available to pay for their expansion. President Higueras noted that a Parkside expansion would be a good thing, but that the Commissioners had responsibility to be fair to the entire system. He declared that the Commissioners would like to be able to find a way to do the expansion but that the sober realistic assessment was that no action was possible until other alternatives had been explored. President Higueras also noted that perhaps some of the bond interest money could be use for this purpose. President Higueras emphasized that it was understood that Parkside, as well as other branch libraries, could make a good case for expansion and that this was not the end of this discussion. Commission Chin noted that it was a fact of life in San Francisco that there was a lack of space to meet all of the real needs.

## AGENDA ITEM #5 BRANCH FACILITIES MANAGEMENT

Deputy City Librarian Paul Underwood presented a model (copy attached) for ongoing facilities maintenance developed by staff in response to the Commission's initiative. Mr. Underwood noted that the proposed plan addressed maintenance cycles out until 2020 and discussed the various types of ongoing maintenance that would protect the library's investment in its facilities. Mr. Underwood reported that staff recommended that these maintenance cycle be supported by dedicated funds included in the annual operating budget, and if necessary one time use of reserve funds. The Deputy City Librarian additionally recommended that, during the year previous to a scheduled maintenance activity, estimates be reviewed and folded into the next year's budget as a matter of policy.

## Public comment on AGENDA ITEM #5 BRANCH FACILITIES MANAGEMENT

An anonymous member of the public found that this report discussed ongoing activities that were occurring in a less organized fashion and suggested that the plan could lead to overall reductions in costs and was long overdue.

## Commission discussion of AGENDA ITEM #5 BRANCH FACILITIES MANAGEMENT

In answer to a question by President Higueras, Mr. Underwood commented that unfortunately such important but routine maintenance was a low priority. The Commission's commitment to maintenance would make it a priority appropriate to its importance. President Higueras noted that the Branch Library Improvement Program was an historic opportunity to focus on establishing caring for our facilities on regular ongoing basis instead of responding to immediate problems. President Higueras found this proposal a good beginning and requested that before the end of this Commission's term in office effort should be made to move this plan into the regular baseline budget process. President Higueras in particular lauded Rich Walsh and his dedicated team for doing a great job under difficult circumstance with limited resources. Commissioner Bautista saluted Rich Walsh and his team for their work in refurbishing the elevators. Vice President Steiman recommended that this model of including maintenance as a regular ongoing part of what the library did to keep a branch open should be implemented. President Higueras noted that with maintenance one paid some now or a lot more later.

## AGENDA ITEM #6 COMMENDING RETIRING LIBRARY STAFF

President Higueras read the names of the retiring library employees: Christine Ahrens; Vivian Chan; Selby Collins; Candid Nelly; Paul Quintanilla; Jerry Roth; Ana Rojas; Ellen Shatter; Gloria Hanson; Roberto Esteves, and Katherine Gilmartin that the Commission was honoring and presenting with certificates commending there years of service to the Library. There followed a discussion where the individual achievements of these retiree were pointed out and saluted by the Commissioners and Library staff.

## Public comment on AGENDA ITEM #6 COMMENDING RETIRING LIBRARY STAFF

An anonymous member of the public added their congratulations to the retiring staff.

## Commission discussion of AGENDA ITEM #6 COMMENDING RETIRING LIBRARY STAFF

Commissioner Bautista suggested that it would have been nice if gifts could have been presented to the retiring staff members.

MOTION: Commissioner Chin, seconded by Commissioner Steiman that the designated retiree be honored with certificates from the Library Commission for their years of exemplary and dedicated public service.

ACTION: AYE 5-0 (Bautista, Chin, Higueras, Steiman, and Strobin)

## AGENDA ITEM #7 PUBLIC COMMENT

An anonymous member of the public commented that public recognition was important and expressed regret that with the cancellation of the next meeting there would be no City Librarian's Report on the many recent activities. This person confessed to mixed feelings that there had been recognition of problems, a step they felt toward addressing those needs. This person noted that if someone was listening and being responsive that it was better to be more open. Mr. Peter Warfield commented that our wonderful librarians deserved to be honored before their retirement. Mr. Warfield then discussed the Sunshine Ordinance Task Force declining to rescind their decision on his complaint related to the prop. 14 application for the Richmond Branch Library and noted that the Board's Finance Committee had not approved the Library's proposed materials recovery fee.

## AGENDA ITEM #8 ADJOURNMENT

MOTION: Commissioner Bautista, seconded by Commissioner Steiman that the meeting be adjourned.

### Public comment on AGENDA ITEM #7 ADJOURNMENT

None offered

Commissioner Chin left the meeting at 7PM.

ACTION: AYE 4-0 (Bautista, Higueras, Steiman, and Strobin)

The meeting was adjourned at 7:01PM.

Michael Housh, Commission Secretary 7/9/03

Please note: These are draft Minutes subject to change by the Library Commission. Copies of Commission Minutes and handouts are available in the Office of the Commission Secretary, 100 Larkin Street, San Francisco, CA 94102

## Minutes of the regular Commission Meeting of June 26, 2003

## Appendix A

The Public Comment Summary Statements included in these Minutes are authorized by San Francisco Administrative Code Section 67.16..

These summary statements are provided by the speaker. Their contents are neither generated by, nor subject to approval or verification of accuracy by, the San Francisco Public Library Commission.

*The number of members of the public who spoke anonymously at this meeting. 1*

# Library Commission

June 26, 2003

# 1. Approval of the Minutes

Explanatory document:

Draft Minutes May 20, 2003

# 2. Bond Program Manager's Report

# Informational Presentation

None

# Regular Reports

Budget Report
Schedule Report
Active Projects Reports
Community Outreach Update

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# Budget Report

Explanatory document:

Current Budget Report

dated 6/26/03

# Budget Report

- Recap:
  10-10-01 Baseline Budget & Reserve established
  11-15-01 Glen Park increased $88,000 for site acquisition
  01-17-02 Increased Reserve for Prop 14 (reduced all projects 5%)
  05-16-02 Art Enrichment Program Funded ($302,000 from 6 projects)
  06-20-02 Mission Bay increased $653,000 for site acquisition
  12-20-02 Ingleside increased $455,000 for site acquisition
  02-20-03 Friends & Foundation Budget for FF&E updated
  04-17-03 VVA increased $716,000 for site acquisition
  TODAY No changes

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# Schedule Report

Explanatory documents:
Summary Schedule
dated 4/17/03

# Schedule Report

- Recap:

  10-10-01 Baseline Schedule established
  12-20-01 Revised Glen Park to match Developer's schedule
  01-17-02 Issued detailed schedules for Phases 1-2
  02-21-02 Revised to reflect Prop 14 strategy
  Revised Mission Bay to match Developer's schedule
  03-21-02 Issued detailed schedules for all Phases
  04-18-02 Revised to reflect Prop 14 strategy
  06-20-02 Adjusted projects for geographic distribution
  04-17-03 Revised to reflect revised Prop 14 strategy
  Revised Mission Bay to match Developer's schedule
  Revised Glen Park to match Developer's schedule
  TODAY No changes

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# Active Projects Reports New Construction

- Glen Park
  - Purchase & Sale Agreement
  - Plans & Specs (Shell)
  - Schedule
- Mission Bay
  - Schedule
  - Budget
  - Redesign

# Active Projects Reports
# New Construction

- Ingleside
  - Purchase & Sale Agreement
  - Prop 14 Application
  - Programming & Planning
  - Contract Negotiations
  - Westwood Park CC&Rs
  - Cooperative Agreement
- Portola
  - Purchase & Sale Agreement
  - Prop 14 Application
  - Subdivision
  - Contract Negotiations
  - Cooperative Agreement

# Active Projects Reports
# New Construction

- Visitacion Valley
  - Purchase & Sale Agreement
  - Prop 14 Application
  - Upcoming Competition
  - Cooperative Agreement

# Active Projects Reports Renovations

- Richmond
    - Prop 14 Application
    - Schedule
- Excelsior
    - Schedule
    - Upcoming Bid & Closure
- Noe Valley
    - Upcoming Design Intensive
    - Contract Negotiations

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# Active Projects Reports Renovations

- Marina
    - Planning & Programming
    - Contract Negotiations
- Parkside
    - Conceptual studies
    - Scope increase requested- Agenda Item #4
- North Beach
    - Contract Negotiations
    - Community Surveys released

# Active Projects Reports
# Renovations

- Sunset
  - Contract Negotiations
- West Portal
  - Contract Negotiations
- Ortega
  - Prop 14 Application
  - Coordination with RPD

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# Community Outreach Update

- Library sponsored meetings:

  **7/30 North Beach Community Meeting** ←— **NEW DATE!!!**
  **6/26-7/23 Glen Park Community Plan**

- Library invited as guest:

  **none**

- Other City Boards/Commissions:

  **7/9 Bd of Sups Finance Committee (Vis Valley property purchase)**

- Web Site & Newsletter

  **www.sfpl.org/news/blip/improvementprogram.htm**
  **Newsletter issued quarterly**

# Special Reports

None

# 3. Bond Program Budget Review

Explanatory documents:

Memo "Branch Library Improvement Program Budget Review" dated 6/23/03

# Best Case Scenario

**State Grants $10 million**
**Revise Relocation & Moving Strategy**
**Appropriate Bond Interest Proceeds**

**WHAT WE CAN DO**

Complete 24 branch libraries
Buy suitable properties for new facilities
Construction reserve (4%)
Build larger Visitacion Valley
One interim location
Expansion at Parkside
Potential Scope Change
Build new library at Ortega (demolish existing)
Build new library at Bayview (in new Town Center)

**BALANCE** **$180,000+**

# Scenario A

**State Grants Richmond only $4.6 million**
**Revise Relocation & Moving Strategy**
**Appropriate Bond Interest Proceeds**

**WHAT WE CAN DO**

Complete 24 branch libraries
Buy suitable properties for new facilities
Construction reserve (1.5%)
Build larger Visitacion Valley
One interim location
Expansion at Parkside
Potential Scope Change
Build new Renovation at Ortega
Build new Renovation at Bayview

**BALANCE** **$25,000+**

*San Francisco Public Library*

Memorandum

**To:** Library Commission

**From:** Susan Hildreth, City Librarian per for sh
Marilyn Thompson, Bond Program Manager

**Subject:** **Branch Library Improvement Program Budget Review**

**Date:** June 23, 2003

## Background

At the April 17th Commission meeting, staff presented a detailed review of the Branch Library Improvement Program budget. Staff presented scenarios for completion of the program that were based on two potential outcomes, 1) receiving funding for the Richmond Branch Library expansion only ($4.6 million), and 2) for the Portola project only ($2.5 million). The Library Commission requested that we present a scenario that would demonstrate what the Library could accomplish if no State Proposition 14 projects were funded.

## California State Proposition 14 Funding

In order to complete the original scope of all the projects, the bond program requires that the Library is successful in obtaining $10 million in Proposition 14 funding. Because of the highly competitive grant process for Proposition 14 funding, it is unlikely that the Library will achieve that $10 million goal. However, staff do believe it is feasible to anticipate that the San Francisco Public Library will be successful in obtaining funding for at least one project. Therefore, today, staff are presenting four scenarios that represent possible Proposition 14 impacts on the bond program as a whole.

Please see the attached charts that outline these scenarios:

- *Best Case Scenario* presents the outcome if the Library received funding for the Richmond Branch expansion and renovation ($4.6 million), Ingleside Branch ($2.9 million), and Portola Branch ($2.5 million), a total of $10 million.

- *Scenario A* presents the outcome if the Library received funding for the Richmond expansion and renovation ($4 6 million).

- *Scenario B* presents the outcome if the Library received funding for the Portola Branch Library ($2.5 million) The Portola project is planned for submittal for State funding in Cycle 3, due in January 2004, along with Ingleside. Visitacion Valley and possibly Ortega branches. Portola is the least costly of the three new libraries and represents the least amount of state funding.

- *Worst Case Scenario* presents the outcome if the Library received no State funding.

## Real Estate Costs

The Library is coming to the close of the real estate acquisition phase of the bond program. The initial bond program estimates for cost of sites and assistance from the Real Estate Division were not adequate. These estimates were based on purchasing smaller parcels in six different neighborhoods in a standard real estate transaction. The properties actually purchased were legally far more complex, and in some cases physically larger parcels than originally anticipated.

- Real Estate Division labor charges exceeded the initial budget of $120,000, or $20,000 per site, by $115,281. These costs are being incurred in the 2002/03 fiscal year and must be paid by June 30, 2003. Therefore, staff is recommending that $115,281 be taken from the Bond Program Reserve to make this required payment. No significant real estate charges for the Bond Program are anticipated beyond fiscal year 2002/03.

## Relocation and Moving Funds

Bond funds that have not yet been specifically allocated are the relocation and moving funds ($4.3 million). In all scenarios we are reviewing, it is likely that most of these funds will be needed to maintain the scope of all projects and complete the program as promised to the voters in November 2000. Staff has proposed providing bookmobile service, combined with extended hours in some locations, as well as programming at alternate sites for most projects. Due to the length of the closure of the Richmond Branch (two years, the longest project closure), an interim location is being proposed.

## Bond Financing Costs

These costs ($2.9 million) were anticipated in the original bond program. Based on the actual cost of the bond sales, actual number of sales that we anticipate, and plans to partner with other City agencies that are selling bonds, these costs were reduced to $1.5 million in October 2001

## Bond Interest

About $42 million worth of bonds have been sold to support this program. Interest is earned on the daily balance of bond funds that have been sold but are not yet used These bond interest proceeds can be used in support of the bond program. The Board of Supervisors must appropriate these funds; and it is usually not done until all bond dollars have been spent. Through March 2003, $885,756 of interest proceeds has accumulated for the bond program. Annual interest earnings are subject to arbitrage adjustments which are done at the close of each fiscal year.

The Commission has already earmarked some of these funds for a specific use:

- $293,204 – unallocated bond interest proceeds adjusted for arbitrage June 30, 2003.
- $429,052 – 2002/03 bond interest proceeds subject to arbitrage in June 2003
- $163,500 – estimated interest accrual on bond funds that will be initially deposited for the Mission Bay Branch Library project and that would be used to provide for the difference between purchase price and guaranteed maximum price.

## Scenarios

Please see the attached key points lists and charts that describe each of the scenarios. There are similar assumptions made for all scenarios.

- Relocation and moving funds are used in other program areas to support completion of the program.

- Bond interest proceeds are used to support completion of the program.

- The Visitacion Valley Branch was initially proposed at 7,200 square feet. In order to meet the demand for service in a growing area of the City and to be more competitive for Proposition 14 funding, the building footprint is being planned at 8,500 square feet.

- The Ortega Branch is currently proposed as a renovation and small expansion. In order to meet high demand for service and to be more competitive for Proposition 14 funding, staff recommends demolishing the current structure and replacing it with a new, larger facility.

- The Bayview Branch is currently proposed as a renovation and small expansion. The Planning process has begun for a new Bayview Town Center; and a new library is planned as a possible partner in the new Town Center. Some revenue might be obtained if the current library site were sold.

### Best Case Scenario - $10 million in State funds

The Library can accomplish the entire program with a 4% construction reserve, as well as build a larger Visitacion Valley Branch, expand Parkside, plan to build new libraries in Ortega and Bayview, have a small amount set aside for additional project scope changes and provide one interim location for the Richmond neighborhood.

### Scenario A - Richmond grant awarded ($4.6 million)

The Library can accomplish the entire program with a 1.5% construction reserve, as well as build a larger Visitacion Valley Branch, expand Parkside and provide an interim location for the Richmond neighborhood. The Library would forego plans to build new libraries in Ortega and Bayview and there would be no funds available for any further project scope changes.

### Scenario B - Portola grant awarded ($2.5 million)

The Library can accomplish the entire program with a 1% construction reserve, as well as build a larger Visitacion Valley Branch. The Library would forego the expansion of Parkside, the interim location for the Richmond neighborhood, any further project scope changes and building new libraries for Ortega and Bayview.

### Worst Case Scenario – No State funds

The Library can accomplish the entire program with a ½% construction reserve, which is very small. All projects remain at current scope and no interim locations are provided

## Conclusions

- Proposition 14 funding is critical to this program. The Library anticipates knowing the awards for Cycle 2 by Fall 2003. The bond program budget should be reviewed in detail once the outcome of the Richmond application is known.
- A key factor to completion of the bond program in every case is redirection of funds set aside for relocation and moving.
- The Commission has had a request to increase the scope of the Parkside project. Staff recommends that the consideration to change the scope of the Parkside project be reviewed when the outcome of the Richmond application is known.
- If another state bond act is approved, as is proposed for the March 2004 State ballot, several other projects may be funded and the program could have more ability to

accommodate future unanticipated construction costs, changes in project scopes or other unanticipated opportunities that may occur during the life of the program. Proposed bond acts are currently on suspense, but both authors are dedicated to putting these measures on the ballot as soon as possible.

## Recommendation

Staff recommends that the Library Commission approve a transfer of $115,281 from the Bond Program Reserve to pay for labor charges of the Real Estate Division and that the Library Commission thoroughly review the Branch Library Improvement Program budget when the outcome of State funding for the Richmond Branch is known.

Attachments

- Scenario Charts

# Best Case Scenario

State Grants $10 million
Revise Relocation & Moving Strategy
Appropriate Bond Interest Proceeds

**WHAT WE CAN DO**

Complete 24 branch libraries
Buy suitable properties for new facilities
Construction reserve (4%)
Build larger Visitacion Valley
One interim location
Expansion at Parkside
Potential Scope Change
Build new library at Ortega (demolish existing)
Build new library at Bayview (in new Town Center)

| | |
|---|---|
| **BALANCE** | **$180,000+** |

SCENARIO BEST-2000 Branch Library Improvement Bond Program
STATE GRANTS $10 MILLION

| | | | BUDGET | | | REVENUE | | | |
|---|---|---|---|---|---|---|---|---|---|
| | | | | | | FUND STRATEGY | | | |
| | JOB # | Branch | Baseline Budget (10/01) | Approved Budget (4/03) | Forecast Budget (5/03) | City Prop A Bonds | State Prop. 14 | Other Sources | Total All Sources |
| Phase 0 Projects | | | | | | | | | |
| GP | 7514A | Glen Park[1] | 1,770,000 | 3,428,000 | 3,428,000 | 3,428,000 | | | 3,428,000 |
| IN | 7516A | Ingleside[1] | 1,770,000 | 2,225,000 | 2,225,000 | 1,022,500 | 1,202,500 | | 2,225,000 |
| PL | 7519A | Portola[1] | 1,770,000 | 1,770,000 | 1,770,000 | 933,450 | 836,550 | | 1,770,000 |
| VV | 7521A | Visitacion Valley[1] | 2,090,000 | 2,806,000 | 2,806,000 | 2,806,000 | | | 2,806,000 |
| SC | 7523A | Support Services[1] | 9,080,000 | 8,626,000 | 8,626,000 | 8,626,000 | | | 8,626,000 |
| | | *SUBTOTAL* | *16,480,000* | *18,855,000* | *18,855,000* | *16,815,950* | *2,039,050* | *0* | *18,855,000* |
| Phase 1 Projects | | | | | | | | | |
| EX | 7525A | Excelsior | 3,820,000 | 3,629,000 | 3,629,000 | 3,629,000 | | | 3,629,000 |
| MA | 7510A | Marina | 4,110,000 | 3,904,500 | 3,904,500 | 3,904,500 | | | 3,904,500 |
| MB | 7518A | Mission Bay | 3,350,000 | 3,957,000 | 4,120,500 | 4,120,500 | | | 4,120,500 |
| NV | 7511A | Noe Valley | 4,410,000 | 4,189,500 | 4,189,500 | 4,189,500 | | | 4,189,500 |
| PS | 7512A | Parkside | 2,880,000 | 2,736,000 | 3,236,000 | 3,236,000 | | | 3,236,000 |
| RI | 7513A | Richmond | 7,630,000 | 7,141,500 | 7,141,500 | 107,630 | 4,633,870 | 2,400,000 (2) | 7,141,500 |
| VV | 7522A | Visitacion Valley | 3,230,000 | 3,020,500 | 3,795,500 | 3,795,500 | | | 3,795,500 |
| | | *SUBTOTAL* | *29,430,000* | *28,578,000* | *30,016,500* | *22,982,630* | *4,633,870* | *2,400,000* | *30,016,500* |
| Phase 2 Projects | | | | | | | | | |
| GP | 7515A | Glen Park | 2,800,000 | 1,253,000 | 1,253,000 | 1,253,000 | | | 1,253,000 |
| IN | 7517A | Ingleside | 2,800,000 | 2,618,000 | 2,618,000 | 916,300 | 1,701,700 | | 2,618,000 |
| PL | 7520A | Portola | 2,800,000 | 2,618,000 | 2,618,000 | 916,300 | 1,701,700 | | 2,618,000 |
| NB | 7526A | North Beach | 3,460,000 | 3,287,000 | 3,287,000 | 3,287,000 | | | 3,287,000 |
| SS | 7527A | Sunset | 1,490,000 | 1,415,500 | 1,415,500 | 1,415,500 | | | 1,415,500 |
| WP | 7528A | West Portal | 4,110,000 | 3,904,500 | 3,904,500 | 3,904,500 | | | 3,904,500 |
| | | *SUBTOTAL* | *17,460,000* | *15,096,000* | *15,096,000* | *11,692,600* | *3,403,400* | - | *15,096,000* |
| Phase 3 Projects | | | | | | | | | |
| BV | 7529A | Bayview | 3,820,000 | 3,629,000 | 5,595,000 | 5,595,000 | | | 5,595,000 |
| EV | 7530A | Eureka Valley | 4,580,000 | 4,351,000 | 4,351,000 | 4,351,000 | | | 4,351,000 |
| OR | 7531A | Ortega | 3,560,000 | 3,382,000 | 4,500,000 | 4,500,000 | | | 4,500,000 |
| WA | 7532A | Western Addition | 3,430,000 | 3,258,500 | 3,258,500 | 3,258,500 | | | 3,258,500 |
| | | *SUBTOTAL* | *15,390,000* | *14,620,500* | *17,704,500* | *17,704,500* | *0* | *0* | *17,704,500* |
| Phase 4 Projects | | | | | | | | | |
| AZ | 7533A | Anza | 4,740,000 | 4,503,000 | 4,503,000 | 4,503,000 | | | 4,503,000 |
| BE | 7534A | Bernal Heights | 5,350,000 | 5,082,500 | 5,082,500 | 5,082,500 | | | 5,082,500 |
| GG | 7435A | Golden Gate Valley | 5,340,000 | 5,073,000 | 5,073,000 | 5,073,000 | | | 5,073,000 |
| PT | 7536A | Potrero | 4,230,000 | 4,018,500 | 4,018,500 | 4,018,500 | | | 4,018,500 |
| | | *SUBTOTAL* | *19,660,000* | *18,677,000* | *18,677,000* | *18,677,000* | *0* | *0* | *18,677,000* |
| Phase 5 Projects | | | | | | | | | |
| ME | 7537A | Merced | 4,200,000 | 3,990,000 | 3,990,000 | 3,990,000 | | | 3,990,000 |
| PK | 7538A | Park | 1,310,000 | 1,244,500 | 1,244,500 | 1,244,500 | | | 1,244,500 |
| PD | 7539A | Presidio | 1,530,000 | 1,453,500 | 1,453,500 | 1,453,500 | | | 1,453,500 |
| | | *SUBTOTAL* | *7,040,000* | *6,688,000* | *6,688,000* | *6,688,000* | *0* | *0* | *6,688,000* |
| Program-Wide Services & Costs | | | | | | | | | |
| LM | 7501A | Library Program Costs | 800,000 | 800,000 | 800,000 | 800,000 | | | 800,000 |
| CS | 7500A | Program Consultants | 750,000 | 750,000 | 750,000 | 750,000 | | | 750,000 |
| PM | 7509A | City Program Management | 3,600,000 | 3,600,000 | 5,240,000 | 3,600,000 | | 1,640,000 (4) | 5,240,000 |
| RE | 7502A | Real Estate Dept | 120,000 | 120,000 | 235,281 | 235,281 | | | 235,281 |
| AR | 7503A | Art Enrichment Program | 0 | 302,000 | 302,000 | 302,000 | | | 302,000 |
| RM | | Relocation & Moving Reserve | 4,360,000 | 4,320,000 | 1,480,000 | 1,480,000 | | | 1,480,000 |
| FE | | Furniture & Equipment Reser | 15,000,000 | 16,000,000 | 16,000,000 | 0 | | 16,000,000 (3) | 16,000,000 |
| FC | | Bond Financing Costs | 1,500,000 | 1,500,000 | 1,500,000 | 1,500,000 | | | 1,500,000 |
| SF | | Program Reserve | 1,675,000 | 4,358,500 | 3,200,000 (5) | 2,454,244 | | 745,756 (4) | 3,200,000 |
| | | *SUBTOTAL* | *27,805,000* | *31,750,500* | *29,507,281* | *11,121,525* | *0* | *18,385,756* | *29,507,281* |
| **TOTAL** | | | **133,265,000** | **134,265,000** | **136,544,281** | **105,682,205**<br>**105,865,000**<br>**182,795** | **10,076,320** | **20,785,756** | **136,544,281** |
| | | | | | | | | **BALANCE (6)** | **182,795** |

(1) Cost of Land, relocation benefits, appraisal fees, city attorney costs, Phase 1 & 2 studies, ALTA surveys, closing costs, demolition
(2) Earthquake Safety Program funds remaining for Branch Libraries
(3) Private donations from Friends & Foundation, includes Friends and Foundation fundraising expenses.
(4) Bond Interest Proceeds to date & estimated
(5) 4% of construction + $500,000 potential scope change
(6) Sale of Bayview & Vis Valley properties would increase reserve

# Scenario A

State Grants Richmond only ($4.6 million)
Revise Relocation & Moving Strategy
Appropriate Bond Interest Proceeds

**WHAT WE CAN DO**

Complete 24 branch libraries
Buy suitable properties for new facilities
Construction reserve (1.5%)
Build larger Visitacion Valley
One interim location
Expansion at Parkside
~~Potential Scope Change~~
~~Build new~~ Renovation at Ortega
~~Build new~~ Renovation at Bayview

| | |
|---|---|
| **BALANCE** | **$25,000+** |

SCENARIO A-2000 Branch Library Improvement Bond Program
STATE GRANTS RICHMOND ONLY ($4,633870)

| | | | BUDGET | | | REVENUE<br>FUND STRATEGY | | | |
|---|---|---|---|---|---|---|---|---|---|
| | JOB # | Branch | Baseline Budget (10/01) | Approved Budget (4/03) | Forecast Budget (5/03) | City Prop A Bonds | State Prop. 14 | Other Sources | Total All Sources |
| **Phase 0 Projects** | | | | | | | | | |
| GP | 7514A | Glen Park[1] | 1,770,000 | 3,428,000 | 3,428,000 | 3,428,000 | | | 3,428,000 |
| IN | 7516A | Ingleside[1] | 1,770,000 | 2,225,000 | 2,225,000 | 2,225,000 | | | 2,225,000 |
| PL | 7519A | Portola[1] | 1,770,000 | 1,770,000 | 1,770,000 | 1,770,000 | | | 1,770,000 |
| VV | 7521A | Visitacion Valley[1] | 2,090,000 | 2,806 000 | 2,806,000 | 2,806,000 | | | 2,806,000 |
| SC | 7523A | Support Services[1] | 9,080,000 | 8,626 000 | 8,626 000 | 8 626,000 | | | 8,626,000 |
| | | *SUBTOTAL* | *16,480,000* | *18,855,000* | *18,855,000* | *18,855,000* | - | 0 | *18,855,000* |
| **Phase 1 Projects** | | | | | | | | | |
| EX | 7525A | Excelsior | 3,820,000 | 3,629,000 | 3,629,000 | 3,629,000 | | | 3,629,000 |
| MA | 7510A | Marina | 4,110,000 | 3,904,500 | 3,904,500 | 3,904,500 | | | 3,904,500 |
| MB | 7518A | Mission Bay | 3,350,000 | 3,957,000 | 4,120,500 | 4,120,500 | | | 4,120,500 |
| NV | 7511A | Noe Valley | 4,410,000 | 4,189,500 | 4,189,500 | 4,189,500 | | | 4,189,500 |
| PS | 7512A | Parkside | 2,880,000 | 2,736,000 | 3,236,000 | 3,236,000 | | | 3,236,000 |
| RI | 7513A | Richmond | 7,630,000 | 7,141,500 | 7,141,500 | 107,630 | 4,633,870 | 2,400,000 (2) | 7,141,500 |
| VV | 7522A | Visitacion Valley | 3,230,000 | 3,020,500 | 3,795,500 | 3,795,500 | | | 3,795,500 |
| | | *SUBTOTAL* | *29,430,000* | *28,578,000* | *30,016,500* | *22,982,630* | *4,633,870* | *2,400,000* | *30,016,500* |
| **Phase 2 Projects** | | | | | | | | | |
| GP | 7515A | Glen Park | 2,800,000 | 1,253,000 | 1,253,000 | 1,253,000 | | | 1,253,000 |
| IN | 7517A | Ingleside | 2,800,000 | 2,618,000 | 2,618,000 | 2,618,000 | | | 2,618,000 |
| PL | 7520A | Portola | 2,800,000 | 2,618,000 | 2,618,000 | 2,618,000 | | | 2,618,000 |
| NB | 7526A | North Beach | 3,460,000 | 3,287,000 | 3,287,000 | 3,287,000 | | | 3,287,000 |
| SS | 7527A | Sunset | 1,490,000 | 1,415,500 | 1,415,500 | 1,415,500 | | | 1,415,500 |
| WP | 7528A | West Portal | 4,110,000 | 3,904,500 | 3,904,500 | 3,904,500 | | | 3,904,500 |
| | | *SUBTOTAL* | *17,460,000* | *15,096,000* | *15,096,000* | *15,096,000* | - | - | *15,096,000* |
| **Phase 3 Projects** | | | | | | | | | |
| BV | 7529A | Bayview | 3,820,000 | 3,629,000 | 3,629,000 | 3,629,000 | | | 3,629,000 |
| EV | 7530A | Eureka Valley | 4,580,000 | 4,351,000 | 4,351,000 | 4,351,000 | | | 4,351,000 |
| OR | 7531A | Ortega | 3,560,000 | 3,382,000 | 3,382,000 | 3,382,000 | | | 3,382,000 |
| WA | 7532A | Western Addition | 3,430,000 | 3,258,500 | 3,258,500 | 3,258,500 | | | 3,258,500 |
| | | *SUBTOTAL* | *15,390,000* | *14,620,500* | *14,620,500* | *14,620,500* | *0* | 0 | *14,620,500* |
| **Phase 4 Projects** | | | | | | | | | |
| AZ | 7533A | Anza | 4,740,000 | 4,503,000 | 4,503,000 | 4,503,000 | | | 4,503,000 |
| BE | 7534A | Bernal Heights | 5,350,000 | 5,082,500 | 5,082,500 | 5,082,500 | | | 5,082,500 |
| GG | 7435A | Golden Gate Valley | 5,340,000 | 5,073,000 | 5,073,000 | 5,073,000 | | | 5,073,000 |
| PT | 7536A | Potrero | 4,230,000 | 4,018,500 | 4,018,500 | 4,018,500 | | | 4,018,500 |
| | | *SUBTOTAL* | *19,660,000* | *18,677,000* | *18,677,000* | *18,677,000* | *0* | *0* | *18,677,000* |
| **Phase 5 Projects** | | | | | | | | | |
| ME | 7537A | Merced | 4,200,000 | 3,990,000 | 3,990,000 | 3,990,000 | | | 3,990,000 |
| PK | 7538A | Park | 1,310,000 | 1,244,500 | 1,244,500 | 1,244,500 | | | 1,244,500 |
| PD | 7539A | Presidio | 1,530,000 | 1,453,500 | 1,453,500 | 1,453,500 | | | 1,453,500 |
| | | *SUBTOTAL* | *7,040,000* | *6,688,000* | *6,688,000* | *6,688,000* | *0* | *0* | *6,688,000* |
| **Program-Wide Services & Costs** | | | | | | | | | |
| LM | 7501A | Library Program Costs | 800,000 | 800,000 | 800,000 | 800,000 | | | 800,000 |
| CS | 7500A | Program Consultants | 750,000 | 750,000 | 750,000 | 750,000 | | | 750,000 |
| PM | 7509A | City Program Management | 3,600,000 | 3,600,000 | 5,240,000 | 3,600,000 | | 1,640,000 (4) | 5,240,000 |
| RE | 7502A | Real Estate Dept | 120,000 | 120,000 | 235,281 | 235,281 | | | 235,281 |
| AR | 7503A | Art Enrichment Program | 0 | 302,000 | 302,000 | 302,000 | | | 302,000 |
| RM | | Relocation & Moving Reserve | 4,360,000 | 4,320,000 | 1,480,000 | 1,480,000 | | | 1,480,000 |
| FE | | Furniture & Equipment Reser | 15,000,000 | 16,000,000 | 16,000,000 | 0 | | 16,000,000 (3) | 16,000,000 |
| FC | | Bond Financing Costs | 1,500,000 | 1,500,000 | 1,500,000 | 1,500,000 | | | 1,500,000 |
| SF | | Program Reserve | 1,675,000 | 4,358,500 | 1,000,000 (5) | 254,244 | | 745,756 (4) | 1,000,000 |
| | | *SUBTOTAL* | *27,805,000* | *31,750,500* | *27,307,281* | *8,921,525* | *0* | *18,385,756* | *27,307,281* |
| **TOTAL** | | | **133,265,000** | **134,265,000** | **131,260,281** | **105,840,655** | **4,633,870** | **20,785,756** | **131,260,281** |
| | | | | | | **105,865,000** | | | |
| | | | | | | **24,345** | | | |

**BALANCE** (6) **24,345**

(1) Cost of Land, relocation benefits, appraisal fees, city attorney costs, Phase 1 & 2 studies, ALTA surveys, closing costs, demolition
(2) Earthquake Safety Program funds remaining for Branch Libraries
(3) Private donations from Friends & Foundation, includes Friends and Foundation fundraising expenses.
(4) Bond Interest Proceeds to date & estimated
(5) 1.5% of construction
(6) Subdivision & sale of Vis Valley property would increase reserve

# Scenario B

State Grants Portola only ($2.5 million)
Revise Relocation & Moving Strategy
Appropriate Bond Interest Proceeds
Accelerate Schedule 1 Year

**WHAT WE CAN DO**

Complete 24 branch libraries
Buy suitable properties for new facilities
Construction reserve (1%)
Build larger Visitacion Valley
~~One interim location~~
~~Expansion~~ Renovation at Parkside
~~Potential Scope Change~~
~~Build new~~ Renovation at Ortega
~~Build new~~ Renovation at Bayview

| | |
|---|---|
| **BALANCE** | **$145,000+** |

SCENARIO B-2000 Branch Library Improvement Bond Program
STATE GRANTS PORTOLA ONLY ($2,538,250)

| | | | BUDGET | | | REVENUE<br>FUND STRATEGY | | | |
|---|---|---|---|---|---|---|---|---|---|
| | JOB # | Branch | Baseline Budget (10/01) | Approved Budget (4/03) | Forecast Budget (5/03) | City Prop. A Bonds | State Prop 14 | Other Sources | Total All Sources |
| **Phase 0 Projects** | | | | | | | | | |
| GP | 7514A | Glen Park [1] | 1,770,000 | 3,428,000 | 3,428,000 | 3,428,000 | | | 3,428.0 |
| IN | 7516A | Ingleside [1] | 1,770,000 | 2,225,000 | 2,225,000 | 2,225,000 | | | 2,225,0 |
| PL | 7519A | Portola [1] | 1,770,000 | 1,770,000 | 1,770,000 | 933,450 | 836,550 | | 1,770,0 |
| VV | 7521A | Visitacion Valley [1] | 2,090,000 | 2,806,000 | 2,806,000 | 2,806,000 | | | 2,806,0 |
| SC | 7523A | Support Services [1] | 9,080,000 | 8,626,000 | 8,626 000 | 8,626,000 | | | 8 626.0 |
| | | *SUBTOTAL* | *16,480,000* | *18,855,000* | *18,855,000* | *18,018,450* | *836,550* | *0* | *18 855.0* |
| **Phase 1 Projects** | | | | | | | | | |
| EX | 7525A | Excelsior | 3,820,000 | 3,629,000 | 3,629,000 | 3,629,000 | | | 3,629,0 |
| MA | 7510A | Marina | 4,110,000 | 3,904,500 | 3,904,500 | 3,904,500 | | | 3,904,5 |
| MB | 7518A | Mission Bay | 3,350,000 | 3,957,000 | 4,120,500 | 4,120,500 | | | 4,120,5 |
| NV | 7511A | Noe Valley | 4,410,000 | 4,189,500 | 4,189,500 | 4,189,500 | | | 4,189,5 |
| PS | 7512A | Parkside | 2,880,000 | 2,736,000 | 2,736,000 | 2,736,000 | | | 2,736,0 |
| RI | 7513A | Richmond | 7,630,000 | 7,141,500 | 7,141,500 | 4,741,500 | | 2,400,000 (2) | 7,141,5 |
| VV | 7522A | Visitacion Valley | 3,230,000 | 3,020,500 | 3,795,500 | 3,795,500 | | | 3,795,5 |
| | | *SUBTOTAL* | *29,430,000* | *28,578,000* | *29,516,500* | *27,116,500* | *0* | *2,400,000* | *29,516,50* |
| **Phase 2 Projects** | | | | | | | | | |
| GP | 7515A | Glen Park | 2,800,000 | 1,253,000 | 1,253,000 | 1,253,000 | | | 1,253,00 |
| IN | 7517A | Ingleside | 2,800,000 | 2,618,000 | 2,618,000 | 2,618,000 | | | 2,618,00 |
| PL | 7520A | Portola | 2,800,000 | 2,618,000 | 2,618,000 | 916,300 | 1,701,700 | | 2,618,00 |
| NB | 7526A | North Beach | 3,460,000 | 3,287,000 | 3,287,000 | 3,287,000 | | | 3,287,00 |
| SS | 7527A | Sunset | 1,490,000 | 1,415,500 | 1,415,500 | 1,415,500 | | | 1,415,50 |
| WP | 7528A | West Portal | 4,110,000 | 3,904,500 | 3,904,500 | 3,904,500 | | | 3,904,50 |
| | | *SUBTOTAL* | *17,460,000* | *15,096,000* | *15,096,000* | *13,394,300* | *1,701,700* | - | *15,096,00* |
| **Phase 3 Projects** | | | | | | | | | |
| BV | 7529A | Bayview | 3,820,000 | 3,629,000 | 3,629,000 | 3,629,000 | | | 3,629,00 |
| EV | 7530A | Eureka Valley | 4,580,000 | 4,351,000 | 4,351,000 | 4,351,000 | | | 4,351,00 |
| OR | 7531A | Ortega | 3,560,000 | 3,382,000 | 3,382,000 | 3,382,000 | | | 3,382,00 |
| WA | 7532A | Western Addition | 3,430,000 | 3,258,500 | 3,258,500 | 3,258,500 | | | 3,258,50 |
| | | *SUBTOTAL* | *15,390,000* | *14,620,500* | *14,620,500* | *14,620,500* | *0* | *0* | *14,620,50* |
| **Phase 4 Projects** | | | | | | | | | |
| AZ | 7533A | Anza | 4,740,000 | 4,503,000 | 4,503,000 | 4,503,000 | | | 4,503,00 |
| BE | 7534A | Bernal Heights | 5,350,000 | 5,082,500 | 5,082,500 | 5,082,500 | | | 5,082,50 |
| GG | 7435A | Golden Gate Valley | 5,340,000 | 5,073,000 | 5,073,000 | 5,073,000 | | | 5,073,00 |
| PT | 7536A | Potrero | 4,230,000 | 4,018,500 | 4,018,500 | 4,018,500 | | | 4,018,50 |
| | | *SUBTOTAL* | *19,660,000* | *18,677,000* | *18,677,000* | *18,677,000* | *0* | *0* | *18,677,00* |
| **Phase 5 Projects** | | | | | | | | | |
| ME | 7537A | Merced | 4,200,000 | 3,990,000 | 3,830,000 | 3,830,000 | | | 3,830,00 |
| PK | 7538A | Park | 1,310,000 | 1,244,500 | 1,194,500 | 1,194,500 | | | 1,194,50 |
| PD | 7539A | Presidio | 1,530,000 | 1,453,500 | 1,395,500 | 1,395,500 | | | 1,395,50 |
| | | *SUBTOTAL* | *7,040,000* | *6,688,000* | *6,420,000* | *6,420,000* | *0* | *0* | *6,420,00* |
| **Program-Wide Services & Costs** | | | | | | | | | |
| LM | 7501A | Library Program Costs | 800,000 | 800,000 | 800,000 | 800,000 | | | 800,00 |
| CS | 7500A | Program Consultants | 750,000 | 750,000 | 750,000 | 750,000 | | | 750,00 |
| PM | 7509A | City Program Management | 3,600,000 | 3,600,000 | 4,640,000 | 3,600,000 | | 1,040,000 (4) | 4,640,00 |
| RE | 7502A | Real Estate Dept | 120,000 | 120,000 | 235,281 | 235,281 | | | 235,28 |
| AR | 7503A | Art Enrichment Program | 0 | 302,000 | 302,000 | 302,000 | | | 302,00 |
| RM | | Relocation & Moving Reserve | 4,360,000 | 4,320,000 | 980,000 | 284,244 | | 695,756 (4) | 980,00 |
| FE | | Furniture & Equipment Reserv | 15,000,000 | 16,000,000 | 16,000,000 | 0 | | 16,000,000 (3) | 16,000,00 |
| FC | | Bond Financing Costs | 1,500,000 | 1,500,000 | 1,500,000 | 1,500,000 | | | 1,500,00 |
| SF | | Program Reserve | 1,675,000 | 4,358,500 | 650,000 | 0 | | 650,000 (4) | 650,00 |
| | | *SUBTOTAL* | *27,805,000* | *31,750,500* | *25,857,281* | *7,471,525* | *0* | *18,385,756* | *25,857,28* |
| **TOTAL** | | | **133,265,000** | **134,265,000** | **129,042,281** | **105,718,275** | **2,538,250** | **20,785,756** | **129,042,28** |
| | | | | | | **105,865,000** | | | |
| | | | | | | **146,725** | | | |

**BALANCE** (6) **146,72**

(1) Cost of Land, relocation benefits, appraisal fees, city attorney costs, Phase 1 & 2 studies, ALTA surveys, closing costs, demotition

(2) Earthquake Safety Program funds remaining for Branch Libraries

(3) Private donations from Friends & Foundation, Includes Friends and Foundation fundraising expenses.

(4) Bond Interest Proceeds to date & estimated

(5) 1% of construction

(6) Subdivision & sale of Vis Valley property would increase reserve

# Worst Case Scenario

State Grants $0
Revise Relocation & Moving Strategy
Appropriate Bond Interest Proceeds
Accelerate Schedule 2 Years

**WHAT WE CAN DO**

Complete 24 branch libraries
Buy suitable properties for new facilities
Construction reserve (1/2%)
~~Build larger Visitacion Valley~~
~~One interim location~~
~~Expansion~~ Renovation at Parkside
~~Potential Scope Change~~
~~Build new~~ Renovation at Ortega
~~Build new~~ Renovation at Bayview

**BALANCE** **($13,000)**

SCENARIO C-2000 Branch Library Improvement Bond Program
STATE GRANTS NO PROJECTS

| | | | BUDGET | | | REVENUE<br>FUND STRATEGY | | | |
|---|---|---|---|---|---|---|---|---|---|
| | JOB # | Branch | Baseline Budget (10/01) | Approved Budget (4/03) | Forecast Budget (5/03) | City Prop A Bonds | State Prop. 14 | Other Sources | Total All Sources |
| **Phase 0 Projects** | | | | | | | | | |
| GP | 7514A | Glen Park [1] | 1,770,000 | 3,428,000 | 3,428,000 | 3,428,000 | | | 3,428,000 |
| IN | 7516A | Ingleside [1] | 1,770,000 | 2,225,000 | 2,225,000 | 2,225,000 | | | 2,225,000 |
| PL | 7519A | Portola [1] | 1,770,000 | 1,770,000 | 1,770,000 | 1,770,000 | | | 1,770,000 |
| VV | 7521A | Visitacion Valley [1] | 2,090,000 | 2,806,000 | 2,806,000 | 2,806,000 | | | 2,806,000 |
| SC | 7523A | Support Services [1] | 9,080,000 | 8,626,000 | 8,626,000 | 8,626,000 | | | 8,626,000 |
| | | *SUBTOTAL* | *16,480,000* | *18,855,000* | *18,855,000* | *18,855,000* | - | *0* | *18,855,000* |
| **Phase 1 Projects** | | | | | | | | | |
| EX | 7525A | Excelsior | 3,820,000 | 3,629,000 | 3,629,000 | 3,629,000 | | | 3,629,000 |
| MA | 7510A | Marina | 4,110,000 | 3,904,500 | 3,904,500 | 3,904,500 | | | 3,904,500 |
| MB | 7518A | Mission Bay | 3,350,000 | 3,957,000 | 4,120,500 | 4,120,500 | | | 4,120,500 |
| NV | 7511A | Noe Valley | 4,410,000 | 4,189,500 | 4,189,500 | 4,189,500 | | | 4,189,500 |
| PS | 7512A | Parkside | 2,880,000 | 2,736,000 | 2,736,000 | 2,736,000 | | | 2,736,000 |
| RI | 7513A | Richmond | 7,630,000 | 7,141,500 | 7,141,500 | 4,741,500 | | 2,400,000 (2) | 7,141,500 |
| VV | 7522A | Visitacion Valley | 3,230,000 | 3,020,500 | 3,020,500 | 3,020,500 | | | 3,020,500 |
| | | *SUBTOTAL* | *29,430,000* | *28,578,000* | *28,741,500* | *26,341,500* | *0* | *2,400,000* | *28,741,500* |
| **Phase 2 Projects** | | | | | | | | | |
| GP | 7515A | Glen Park | 2,800,000 | 1,253,000 | 1,253,000 | 1,253,000 | | | 1,253,000 |
| IN | 7517A | Ingleside | 2,800,000 | 2,618,000 | 2,618,000 | 2,618,000 | | | 2,618,000 |
| PL | 7520A | Portola | 2,800,000 | 2,618,000 | 2,618,000 | 2,618,000 | | | 2,618,000 |
| NB | 7526A | North Beach | 3,460,000 | 3,287,000 | 3,287,000 | 3,287,000 | | | 3,287,000 |
| SS | 7527A | Sunset | 1,490,000 | 1,415,500 | 1,415,500 | 1,415,500 | | | 1,415,500 |
| WP | 7528A | West Portal | 4,110,000 | 3,904,500 | 3,904,500 | 3,904,500 | | | 3,904,500 |
| | | *SUBTOTAL* | *17,460,000* | *15,096,000* | *15,096,000* | *15,096,000* | - | - | *15,096,000* |
| **Phase 3 Projects** | | | | | | | | | |
| BV | 7529A | Bayview | 3,820,000 | 3,629,000 | 3,629,000 | 3,629,000 | | | 3,629,000 |
| EV | 7530A | Eureka Valley | 4,580,000 | 4,351,000 | 4,351,000 | 4,351,000 | | | 4,351,000 |
| OR | 7531A | Ortega | 3,560,000 | 3,382,000 | 3,382,000 | 3,382,000 | | | 3,382,000 |
| WA | 7532A | Western Addition | 3,430,000 | 3,258,500 | 3,258,500 | 3,258,500 | | | 3,258,500 |
| | | *SUBTOTAL* | *15,390,000* | *14,620,500* | *14,620,500* | *14,620,500* | *0* | *0* | *14,620,500* |
| **Phase 4 Projects** | | | | | | | | | |
| AZ | 7533A | Anza | 4,740,000 | 4,503,000 | 4,323,000 | 4,323,000 | | | 4,323,000 |
| BE | 7534A | Bernal Heights | 5,350,000 | 5,082,500 | 4,879,500 | 4,879,500 | | | 4,879,500 |
| GG | 7435A | Golden Gate Valley | 5,340,000 | 5,073,000 | 4,870,000 | 4,870,000 | | | 4,870,000 |
| PT | 7536A | Potrero | 4,230,000 | 4,018,500 | 3,858,500 | 3,858,500 | | | 3,858,500 |
| | | *SUBTOTAL* | *19,660,000* | *18,677,000* | *17,931,000* | *17,931,000* | 0 | 0 | *17,931,000* |
| **Phase 5 Projects** | | | | | | | | | |
| ME | 7537A | Merced | 4,200,000 | 3,990,000 | 3,670,000 | 3,670,000 | | | 3,670,000 |
| PK | 7538A | Park | 1,310,000 | 1,244,500 | 1,144,500 | 1,144,500 | | | 1,144,500 |
| PD | 7539A | Presidio | 1,530,000 | 1,453,500 | 1,338,500 | 1,338,500 | | | 1,338,500 |
| | | *SUBTOTAL* | *7,040,000* | *6,688,000* | *6,153,000* | *6,153,000* | 0 | 0 | *6,153,000* |
| **Program-Wide Services & Costs** | | | | | | | | | |
| LM | 7501A | Library Program Costs | 800,000 | 800,000 | 800,000 | 800,000 | | | 800,000 |
| CS | 7500A | Program Consultants | 750,000 | 750,000 | 750,000 | 294,244 | | 455,756 (4) | 750,000 |
| PM | 7509A | City Program Management | 3,600,000 | 3,600,000 | 4,240,000 | 3,600,000 | | 640,000 (4) | 4,240,000 |
| RE | 7502A | Real Estate Dept | 120,000 | 120,000 | 235,281 | 235,281 | | | 235,281 |
| AR | 7503A | Art Enrichment Program | 0 | 302,000 | 302,000 | 302,000 | | | 302,000 |
| RM | | Relocation & Moving Reserve | 4,360,000 | 4,320,000 | 1,130,000 | 150,000 | | 980,000 (4) | 1,130,000 |
| FE | | Furniture & Equipment Reser | 15,000,000 | 16,000,000 | 16,000,000 | 0 | | 16,000,000 (3) | 16,000,000 |
| FC | | Bond Financing Costs | 1,500,000 | 1,500,000 | 1,500,000 | 1,500,000 | | | 1,500,000 |
| SF | | Program Reserve | 1,675,000 | 4,358,500 | 310,000 (5) | 0 | | 310,000 (4) | 310,000 |
| | | *SUBTOTAL* | *27,805,000* | *31,750,500* | *25,267,281* | *6,881,525* | *0* | *18,385,756* | *25,267,281* |
| **TOTAL** | | | **133,265,000** | **134,265,000** | **126,664,281** | **105,878,525**<br>**105,865,000**<br>**(13,525)** | **0** | **20,785,756** | **126,664,281** |

**BALANCE** (6) **(13,525)**

(1) Cost of Land, relocation benefits, appraisal fees, city attorney costs, Phase 1 & 2 studies, ALTA surveys, closing costs, demolition
(2) Earthquake Safety Program funds remaining for Branch Libraries
(3) Private donations from Friends & Foundation, includes Friends and Foundation fundraising expenses.
(4) Bond Interest Proceeds to date & estimated
(5) 1/2% of construction
(6) Subdivision & sale of Vis Valley property would increase reserve

San Francisco Public Library

Memorandum

**To:** Library Commission

**From:** Susan Hildreth, City Librarian per for slh

**Subject:** **Revision of Project Scope for Parkside Branch Library**

**Date:** June 23, 2003

## Background

The Parkside Branch Library is currently scheduled for a complete renovation as part of the Branch Library Improvement Program. The focus of the Branch Library Improvement Program is to renovate 19 branch libraries and to build five new branch libraries, four replacing currently leased facilities and one new branch library in Mission Bay. Although some renovation projects include small additions in order to accommodate seismic and ADA required modifications, the only branch that is scheduled for a significant expansion is the Richmond Branch Library. Expansions at other branches are minimal to none; for example, Western Addition Branch has no additional square footage planned at this time. The San Francisco Public Library has adopted, supported by the will of the voters (Proposition E passed in June 1994), a service strategy of many, fairly small, neighborhood libraries of typically about 6,000 square feet each. Proposition A, passed in November 2000, which created the Branch Library Improvement Program, did not include funding or a charge from citizens to provide significant additional square footage at existing, City-owned branches. Proposition A's charge for existing, City-owned branches was to make them seismically safe, ADA, and code compliant, with flexible infrastructure for current and future technology. In neighborhoods with branches in close proximity, additions were not anticipated to compensate for ADA and seismic improvements; for example, Parkside Branch is close to West Portal branch.

The Parkside Branch Library renovation project budget was initially set at $2,880,000. In 2001, all projects were reduced by 5% to create a reserve for the Branch Library Improvement Program in anticipation of not receiving $10 million in State Proposition 14 funding. This $10 million had been anticipated from the State when the funding amount for the Branch Library Improvement Program was determined by the City and proposed to the voters on the November 2000 ballot. With the 5% modification, the Parkside Branch Library renovation project budget is now $2,736,000.

## Parkside Branch Library Project Planning

On September 28, 2002, a public kick-off meeting for the project was held at the branch. The meeting was well-attended and members of the public made it clear that they wanted an expansion for the branch. Library staff acknowledged that clear desire and committed to the community to determine if the scope of the project could be modified

As a result of a request for proposal process, several architectural firms were selected to work on the first of the branch library renovations. which included Parkside Thomas Hacker Architects, a Portland, Oregon, firm that has done numerous renovations and new construction for the Multnomah County Library, was assigned to the Parkside project. The Library asked the architects to do an initial study to determine the most feasible options for expansion of the branch, given the limitations of the budget and property.

The Parkside Branch Library is on City-owned land that is under the jurisdiction of the Recreation and Parks Commission. The Library was given a footprint of land allocated for its use when the Parkside Branch Library was built. The footprint allows the library to extend to 23rd Street. The availability and configuration of land was considered by the architects in their expansion studies.

Supervisor Fiona Ma is supportive of an expansion of the Parkside Branch Library and has been helpful in facilitating meetings between interested members of the community, including representatives of the Parkside Library Expansion and Renovation Committee (PERC), and Library staff.

On May 17, 2003, another community meeting was held at the branch that was well-attended by the public. Representatives from Thomas Hacker Architects reviewed their studies and identified an expansion scheme of 985 square feet at an additional cost of about $500,000. The recommended expansion scheme is the most efficient use of space and existing building systems that retains the architectural character of the building and allows for the Branch Library Improvement Program's objectives to be fulfilled (seismic & ADA) while keeping the size of the existing collection intact. The consensus of the meeting attendees was that they preferred to attempt to go forward with the expansion. Please see the attached meeting handout and drawings. Staff supports the expansion concepts presented by Thomas Hacker Architects. Also, it was clearly stated that funds for the expansion are not currently included in the project scope. Staff suggested that the project scope be reviewed by the Library Commission at the Commission's June 26, 2003 meeting.

## Key Issues

The Library Commission and staff are dedicated to gathering and responding to the interests and needs of the community regarding improvement of library services, and, therefore, take the request for a change in project scope seriously. At the same time it is clear that the bond program is not yet fully funded. Because completion of the program is dependent on receiving $10 million from State Proposition 14 funding, and it is unknown at this time how much, if any, of that funding the City and County of San Francisco will receive, it is not fiscally prudent to increase any of the project scopes until more is known about the outcome of State funding proposals.

Currently, the Richmond Branch Library expansion and renovation project, ($4.6 million in State funding) is being considered for funding. The Library anticipates learning the outcome of that proposal by the fall of this year. The Library is preparing several project applications for the 3rd and final cycle of funding to be submitted in January 2004. The Library may apply for as much as $20 million more in projects, which could result in $13 million in State matching funds. A new State Library Construction Bond Act has been proposed for $2 - $4 billion which would allow projects that were deemed eligible in the 3rd round of Proposition 14 to be funded immediately from the new Bond Act. Of course, that measure must be placed on a State ballot and approved by a majority of voters, all of which is a significant challenge, given the current economic environment. Those interested in the Parkside Branch Library expansion are encouraged to actively support efforts to get the Richmond project funded and get the new bond on the ballot to ensure that their expansion could be funded as well.

## Recommendation

Staff recommends that the Library Commission review the funds available to support the requested expansion of project scope for the Parkside Branch Library in relation to the outcome of the State Proposition 14 grant for the Richmond Branch Library expansion and renovation. Staff has prepared scenarios, discussed in detail in the Bond Program Budget Review, which indicate that the Parkside Branch Library expansion could be funded if the Richmond project is approved by the State.

In order to respond to the community's expansion requests, the original schedule for the Parkside Branch can no longer be met. Originally, the Parkside Branch Library was scheduled to reopen before West Portal closed. If the Commission decides to wait for a determination on the Richmond Branch Library grant application before beginning Parkside Branch Library design work, Parkside and West Portal will be closed at the same time. Therefore, we recommend West Portal design be accelerated as much as possible and Parkside construction be delayed until after West Portal re-opens. (See attached schedule)

Attachments:

- Conceptual Plan Studies dated May 17, 2003
- Needs Assessment & User Survey Findings
- Branch Library Program Summary Schedules Parkside Branch Expansion Option

*San Francisco Public Library*

# Parkside Branch Library

## *Required Architectural Improvements*

The citizens of San Francisco overwhelming passed a ballot measure in November 2000 that created the Branch Library Improvement Program. The ballot measure provided for bond funds to renovate 19 branch libraries to make them seismically safe, meet requirements of accessibility as provided in the Americans with Disabilities Act, and upgrade the electrical and telecommunications systems to insure the successful delivery of library services.

## *Needs Assessment – Preliminary Findings*

Based on the information gathered from a community survey, a community meeting, current usage of branch and community demographics, the following service responses, in alphabetical order, are recommended as the service emphasis for the Parkside Branch Library: (Details regarding the survey and the community meeting are below and on the back of this page.)

> **Current Topics and Titles** – A library that provides CURRENT TOPICS & TITLES helps to fulfill community residents' appetite for information about popular culture and social trends and their desire for satisfying recreational experiences.
>
> **General Information** – A library that offers GENERAL INFORMATION helps meet the need for information and answers to questions on a broad array of topics related to work, school, and personal life.
>
> **Lifelong Learning** – A library that provides LIFELONG LEARNING service helps address the desire for self-directed personal growth and development opportunities.

These service responses do not limit the age of the audience for whom services can or should be provided. Each service response can be implemented to meet the unique needs of children, teens, adults and seniors. According to the 2000 U.S. Census, 13.2% of community residents are children under the age of 14. Teens (ages 14 - 18) are 5.1% of the population. Adults (ages of 19 - 64) constitute 63.2%, while seniors age 65 and older are 18.7% of the Parkside community.

The service responses are also not limited to only one type of materials. The branch staff can, and will, provide books, audio-visual materials and electronic resources. Materials will be provided in English and Chinese. English is spoken at home by 44% of community residents over the age of 4, and Chinese is spoken at home by 36% community residents over the age of 4.

## *User Survey*

During October 2002, library users who visited the Parkside Branch were asked to participate in a brief survey. The survey posed questions on four topics:

1. The types of services the respondents used
2. The relative importance of those services
3. The types of renovations the respondent wanted to see occur at the branch
4. The service improvements that the respondent wanted to see made.

Six hundred and eleven (611) completed surveys were returned and tabulated. Key findings in the survey were as follows:

- More than three fourths (75.4%) of the respondents visited the library once or more every month. Almost two thirds (64.6%) of the respondents visited the library every week.
- More than half (60.2%) of the respondents indicated that they came to the library to check our books.
- Almost one half (44.1%) of the respondents indicated that they came to the library to "read or study."
- More than three quarters (75.8%) of the respondents indicated a quiet reading area was very important or moderately important to them.
- Almost three quarters (73.6%) of the respondents indicated that having comfortable chairs was very important or moderately important to them.
- More than two thirds (67.3%) of the respondents indicated that magazines and newspapers were very important or moderately important to them
- Almost two thirds (65.2%) of the respondents indicated that a larger area for children was very important or moderately important to them.
- Almost two thirds (64.2%) of the respondents indicated that books and magazines for adult were very important or moderately important to them.
- Almost two thirds (63.9%) of the respondents indicated that a larger area for adults was very important or moderately important to them.
- Almost two thirds (61.9%) of the respondents indicated that a larger area for teens was very important or moderately important to them.
- Almost two thirds (61.9%) of the respondents indicated that having access to computers for Internet access.
- More than half (56.8%) of the respondents indicated that books and magazines for children were very important or moderately important to them.
- Half of the respondents (50.1%) of the respondents indicated that books and magazines for teens were very important or moderately important to them.
- Almost half (46.9%) of the respondents indicated that books on tape or books on CD were very important or moderately important to them.
- Almost half (46.6%) of the respondents indicated that books in languages other than English were very important or moderately important to them.

### *Community Meeting – September 28, 2002*

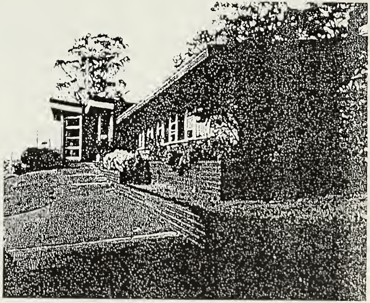
At a community meeting on September 28, 2002, participants were asked their opinions of the Parkside Branch library building and the services the branch does or could provide.

Participants in that session indicated they liked the friendly staff, the programs offered for children, and the various types of materials such as books, books on tape, videos, DVDs and books in Chinese that were in the collection. They indicated they wanted more books and programs for adults and for children. They wanted more computers, comfortable seating and quiet study areas.

Participants indicated that the library was too crowded and that the library should be expanded. The natural light and view into the park were mentioned as features that should be preserved if the library were to be expanded. Some participants thought the patio should be preserved, while others indicated that space should be considered for expansion.

# SAN FRANCISCO PUBLIC LIBRARY
# **PARKSIDE BRANCH LIBRARY**

CONCEPTUAL PLAN STUDIES
May 17, 2003



THOMAS HACKER
ARCHITECTS INC

## Project Team

### Owner

San Francisco Public Library
100 Larkin Street
San Francisco, CA 94102-4733

### Architect

Thomas Hacker Architects Inc.
733 SW Oak Street, Suite 100
Portland OR 97205
503 227.1254 phone
503.227.7818 fax

### Associate Architect

**Karin Payson Architecture + Design**
17 Jack Kerouac Alley
San Francisco, CA 94133
415.277.9500 phone
415.277.9505 fax

### Index to Sheets

Current Plan with Existing Shelving Layout

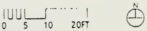
Remodel

Expansion (no Program Room)

Expansion with Program Room

### Graphic Key

| | |
|---|---|
| Shear / Concrete walls | ▨ |
| New Walls | ▭ |
| Property Line | ▭ |



# Key and Index

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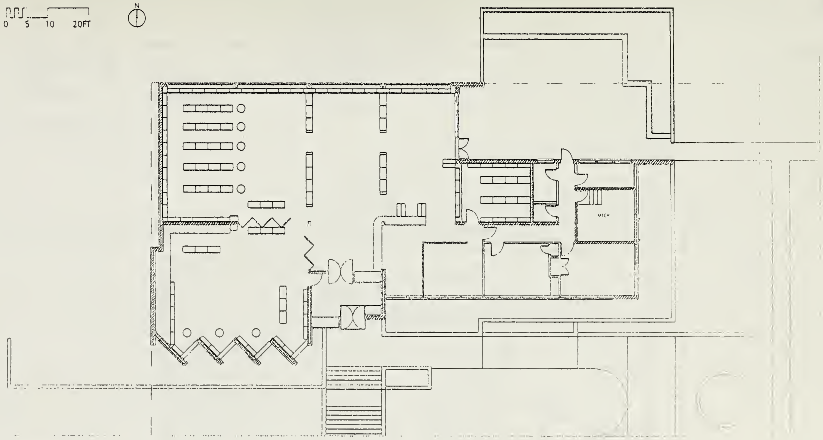


May 17, 2003

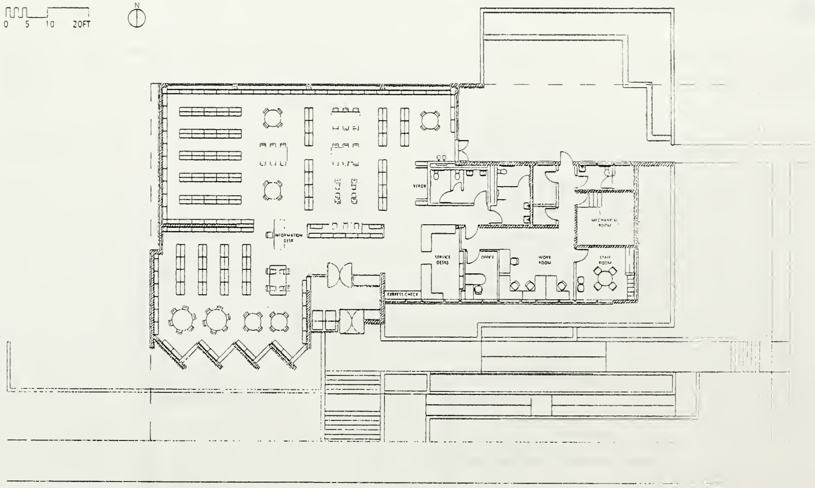
| Net Area (SF) | |
|---|---|
| Public Areas | 3,697 |
| Program Room | N/A |
| Work Areas | 609 |
| Staff Room | 232 |
| Total | 4,538 |

| Gross Areas (SF) | |
|---|---|
| Original Building | 5,890 |
| Addition | N/A |
| Total | 5,890 |
| Ratio | 0.77 |

Key Points

Shelving shown includes paperback "spinners"
Book bins not shown

## Current Plan with Existing Shelving Layout


0 5 10 20FT
N
XEROX
SERVICE DESKS
OFFICE
WORK ROOM
STAFF ROOM
MECHANICAL ROOM
INFORMATION DESK
EXPRESS CHECK

May 17, 2003

| Net Area (SF) | |
|---|---|
| Public Areas | 3,566 |
| Program Room | N/A |
| Work Areas | 629 |
| Staff Room | 174 |
| **Total** | 4,369 |

| Gross Areas (SF) | |
|---|---|
| Original Building | 5,890 |
| Addition | N/A |
| **Total** | 5,890 |
| Ratio | 0 74 |

Key Points

Large Circulation Desk
Entry to Restrooms exposed
Re-do ramp to East for compliance
Approximately 400 LF of programed shelving not included (this represents approximately 3500 volumes).
Accommodates all seating requirements.
No program room or private office.
Fits current budget and schedule.

## Remodel

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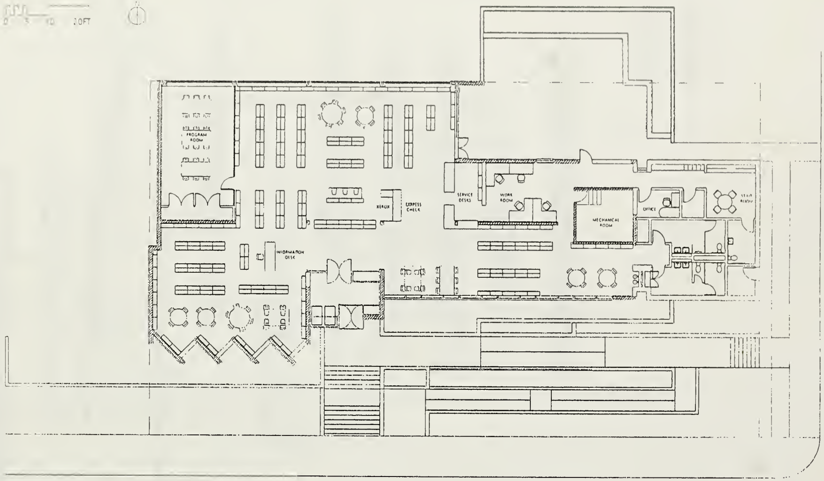

0 5 10 20FT
PROGRAM ROOM
INFORMATION DESK
XEROX
EXPRESS CHECK
SERVICE DESKS
WORK ROOM
MECHANICAL ROOM
OFFICE
STAFF ROOM

May 17, 2003

| Net Area (SF) | |
|---|---|
| Public Areas | 3,892 |
| Program Room | 554 |
| Work Areas | 541 |
| Staff Room | 155 |
| Total | **5,142** |

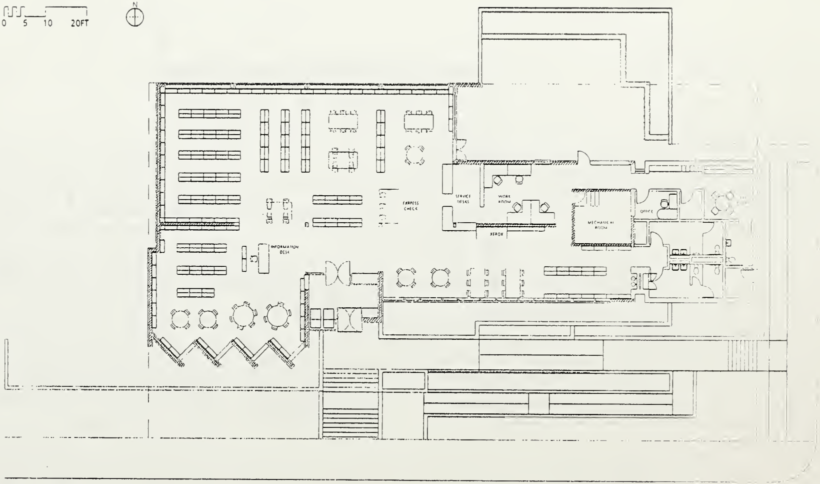
| Gross Areas (SF) | |
|---|---|
| Original Building | 5,890 |
| Addition | 985 |
| Total | **6,875** |
| Ratio | 0 75 |

Key Points

. Addition to East.
Re-do ramp to East for compliance
. Major shear wall affected.
. Includes program room.
. Accommodates entire collection and seating requirement.
. Private entry to restrooms.
Increased cost / schedule

## Expansion wit
## Program Roo

THOMAS HACKER
ARCHITECTS INC.


0 5 10 20FT
N
SERVICE DESKS
WORK ROOM
XEROX
MECHANICAL ROOM
OFFICE
EXPRESS CHECK
INFORMATION DESK

May 17, 2003

| Net Area (SF) | |
|---|---|
| Public Areas | 4,440 |
| Program Room | N/A |
| Work Areas | 549 |
| Staff Room | 155 |
| Total | 5,144 |

| Gross Areas (SF) | |
|---|---|
| Original Building | 5,890 |
| Addition | 985 |
| Total | 6,875 |
| Ratio | 0.75 |

Key Points

Addition at east side of existing building
Re-do ramp to east for code compliance
Major shear wall affected
Does not include program room
Accommodates entire collection and seating requirements
Private entry to restrooms
Increased cost / schedule

## Expansion (no program room)

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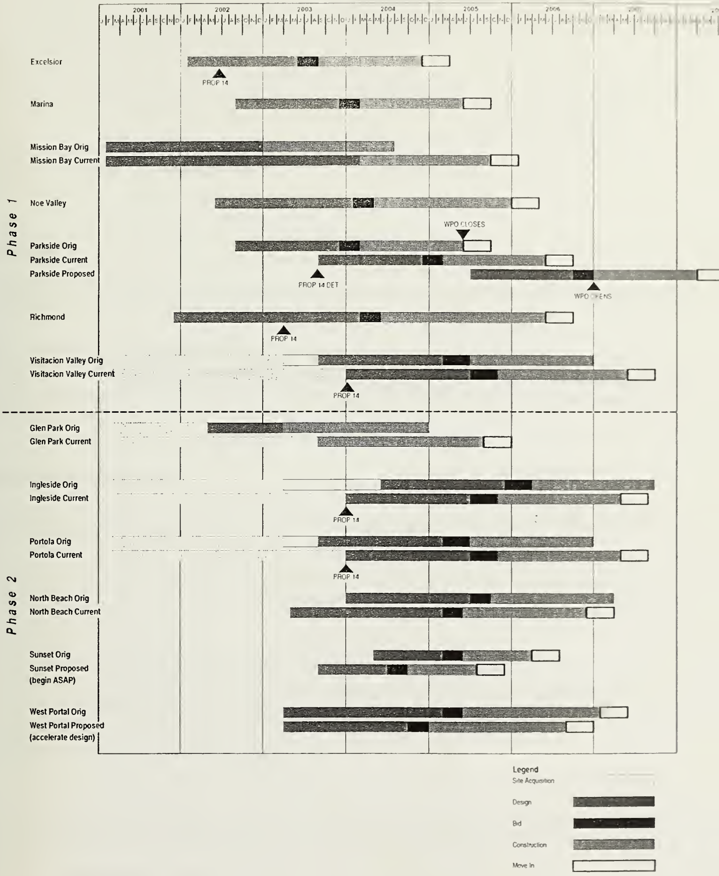
# Branch Library Program Summary Schedules



*San Francisco Public Library*

TO: Library Commission

FROM: Paul Underwood
Deputy City Librarian

SUBJECT: Facilities Maintenance Plan

DATE: June 23, 2003

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## Background

The Commission requested staff to develop a long term facility maintenance plan and bring that plan to the Commission for discussion.

There is substantial initial dollar investment in the construction and/or renovation of all library facilities. It is fiscally prudent to establish and fund an ongoing cycle of maintenance to these facilities in order to both protect the City's investment and to maintain a welcoming and safe environment for library users and staff.

## Facilities Maintenance Plan

The schedule for facilities maintenance (attached) presents cycles of maintenance for the 28 library facilities owned by the Library.

Maintenance has not been included for new and/or renovated facilities until after the completion of work on the facility and it has reopened. Maintenance cycles then begin in regularly scheduled sequence as follows:

- Roof inspection every two years
- HVAC inspection, repair and modifications every five years, as necessary
- Irrigation and landscaping review, repair and modifications every five years, as necessary
- Roof repair/replacement every ten years, as necessary
- Carpet/flooring replacement every ten years
- Interior paint every ten years, or as necessary
- Exterior paint every ten years, or as necessary

Mission, Oceanview and Chinatown branches are on cycles of maintenance already, since they opened prior to the start date of the maintenance plan which begins with fiscal year 2004/2005.

Main Library maintenance is ongoing due to the complexities and size of the building.

The Support Services Center was significantly upgraded in 2000, including seismic, ADA, technological and physical design improvements.

## Recommendation

Staff recommends that the Library Commission support the Facilities Maintenance Plan by approval of funds in the annual budget process beginning with 2004/2005 to enable the completion of inspections, repairs and replacements as deemed necessary in order to both protect the City's investment and to maintain a welcoming and safe environment for library users and staff.

# SAN FRANCISCO PUBLIC LIBRARY

## FACILITIES MAINTENANCE PLAN

## 2004/2005 – 2019/2020

| Project | 04/05 | 05/06 | 06/07 | 07/08 | 08/09 | 09/10 | 10/11 | 11/12 | 12/13 | 13/14 | 14/15 | 15/16 | 16/17 | 17/18 | 18/19 | 19/20 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | | | | | | | | |
| **Anza** | | | | | | | RI | | RI | IL, HV | RI | | RI | | C,R,PE,PI | |
| **Bayview** | | | | | | | | RI | | RI | IL, HV | RI | | RI | | C,R,PE,PI |
| **Bernal** | | | | | | | RI | | RI | IL, HV | RI | | RI | | C,R,PE,PI | |
| **Chinatown** | | | R,PE,PI,HV | IL | RI | | RI | | RI | C | RI | | R,PE,PI,HV | IL | RI | |
| **Eureka** | | | | | RI | | RI | | RI | | RI | | C,R,PE,PI | | RI | |
| **Excelsior** | | | RI | | RI | IL, HV | RI | | RI | | C,R,PE,PI | | RI | | RI | |
| **Glen Park** | | | | RI | | RI | HV | RI | | RI | | C,R,PE,PI | | RI | | RI |
| **Golden Gate** | | | | | | | RI | | RI | IL, HV | RI | | RI | | C,R,PE,PI | |
| **Ingleside** | | | | | | RI | | RI | IL, HV | RI | | RI | | C,R,PE,PI | | RI |
| **Main** | ongoing | → | → | → | → | → | → | → | → | → | → | → | → | → | → | → |
| **Marina** | | | | RI | | RI | IL, HV | RI | | RI | | C,R,PE,PI | | RI | | RI |
| **Merced** | | | | | | | | RI | | RI | IL, HV | RI | | RI | | C,R,PE,PI |
| **Mission** | | RI | | C,R,PE,PI | | RI | | RI | IL, HV | RI | | RI | | C,R,PE,PI | | RI |
| **Mission Bay** | | | | RI | | RI | IL, HV | RI | | RI | | C,R,PE,PI | | RI | | RI |
| **Noe Valley** | | | | | RI | | RI | IL, HV | RI | | RI | | C,R,PE,PI | | RI | |
| **North Beach** | | | | | | RI | | RI | IL, HV | RI | | RI | | C,R,PE,PI | | RI |
| **Ocean View** | HV | RI | | RI | | C,R,PE,PI | | RI | | RI | IL, HV | RI | | RI | | C,R,PE,PI |
| **Ortega** | | | | | | RI | | RI | IL, HV | RI | | RI | | C,R,PE,PI | | RI |
| **Park** | | | | | | | | RI | | RI | IL, HV | RI | | RI | | C,R,PE,PI |
| **Parkside** | | | | RI | | RI | IL, HV | RI | | RI | | C,R,PE,PI | | RI | | RI |
| **Portola** | | | | | | RI | | RI | IL, HV | RI | | RI | | C,R,PE,PI | | RI |
| **Potrero** | | | | | | | | | | IL, HV | | | | | C,R,PE,PI | |
| **Presidio** | | | | | | | | RI | | RI | IL, HV | RI | | RI | | C,R,PE,PI |
| **Richmond** | | | | | RI | | RI | IL, HV | RI | | RI | | C,R,PE,PI | | RI | |
| **Sunset** | | | | | RI | | RI | IL, HV | RI | | RI | | C,R,PE,PI | | RI | |
| **Support Ser** | | RI | | RI | HV | RI | | RI | | C,R,PE,PI | | RI | | RI | IL,HV | RI |
| **Visitacion** | | | | | | RI | | RI | IL, HV | RI | | RI | | C,R,PE,PI | | RI |
| **West Portal** | | | | | RI | | RI | IL, HV | RI | | RI | | C,R,PE,PI | | RI | |
| **Western Ad** | | | | | RI | | RI | IL, HV | RI | | RI | | C,R,PE,PI | | RI | |
| **Project** | 04/05 | 05/06 | 06/07 | 07/08 | 08/09 | 09/10 | 10/11 | 11/12 | 12/13 | 13/14 | 14/15 | 15/16 | 16/17 | 17/18 | 18/19 | 19/20 |

Key:
C = Carpet/flooring replacement [10 year cycle]
HV = HVAC [5 year cycle]
L = Irrigation/Landscaping [5 year cycle]
PE = Paint – Exterior [10 year cycle]
PI = Paint – Interior [10 year cycle]
R = Roof repair/replacement [10 year cycle]
RI = Roof Inspection [2 year cycle]

In honor of her retirement

*The San Francisco Public Library Commission*
*congratulates and commends*

# *Christine Ahrens*

*For her years of outstanding service to the San Francisco Public Library*
*and to the City and County of San Francisco*

*Charles A. Higueras, Library Commission President*

*Date*

*San Francisco Public Library*

In honor of her retirement

*The San Francisco Public Library Commission*
*congratulates and commends*

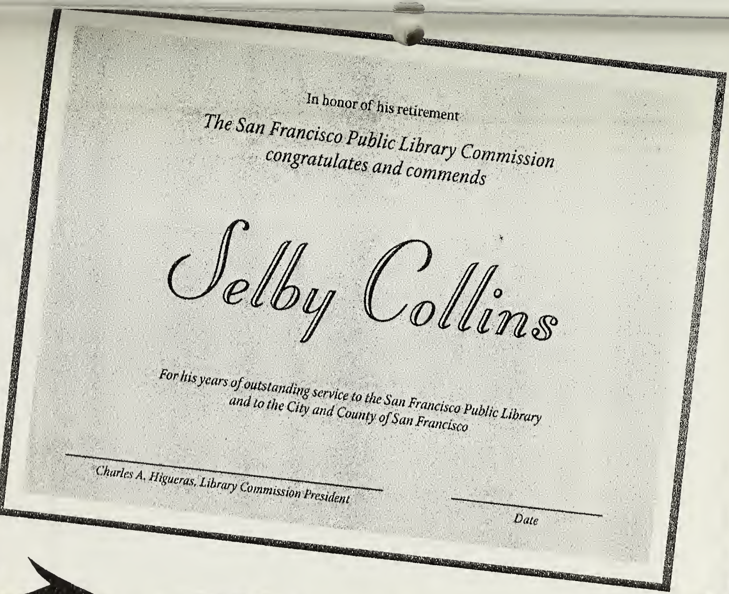
# *Vivian Chan*

*For her years of outstanding service to the San Francisco Public Library*
*and to the City and County of San Francisco*

*Charles A. Higueras, Library Commission President*

*Date*

*San Francisco Public Library*



In honor of his retirement

*The San Francisco Public Library Commission*
*congratulates and commends*

# *Selby Collins*

*For his years of outstanding service to the San Francisco Public Library*
*and to the City and County of San Francisco*

*Charles A. Higueras, Library Commission President*

*Date*

*San Francisco Public Library*

In honor of his retirement

*The San Francisco Public Library Commission*
*congratulates and commends*

# *Roberto Esteves*

*For his years of outstanding service to the San Francisco Public Library*
*and to the City and County of San Francisco*

*Charles A. Higueras, Library Commission President*

*Date*

*San Francisco Public Library*

In honor of her retirement

The San Francisco Public Library Commission
congratulates and commends

# Gloria Hanson

For her years of outstanding service to the San Francisco Public Library
and to the City and County of San Francisco

Charles A. Higueras, Library Commission President

Date

San Francisco Public Library

In honor of his retirement

*The San Francisco Public Library Commission*
*congratulates and commends*

# *Candido Nelly*

*For his years of outstanding service to the San Francisco Public Library*
*and to the City and County of San Francisco*

*Charles A. Higueras, Library Commission President*

*Date*

*San Francisco Public Library*

In honor of his retirement

*The San Francisco Public Library Commission*
*congratulates and commends*

# *Paul Quintanilla*

*For his years of outstanding service to the San Francisco Public Library*
*and to the City and County of San Francisco*

*Charles A. Higueras, Library Commission President*

*Date*

*San Francisco Public Library*

In honor of his retirement

*The San Francisco Public Library Commission*
*congratulates and commends*

*Jerry Roth*

*For his years of outstanding service to the San Francisco Public Library*
*and to the City and County of San Francisco*

*Charles A. Higueras, Library Commission President*

*Date*

In honor of her retirement

*The San Francisco Public Library Commission*
*congratulates and commends*

# *Ana Rojas*

*For her years of outstanding service to the San Francisco Public Library*
*and to the City and County of San Francisco*

*Charles A. Higueras, Library Commission President*

*Date*

*San Francisco Public Library*

In honor of her retirement

The San Francisco Public Library Commission
congratulates and commends

# *Ellen Shatter*

*For her years of outstanding service to the San Francisco Public Library
and to the City and County of San Francisco*

*Charles A. Higueras, Library Commission President*

*Date*

*San Francisco Public Library*

DOCUMENTS DEPT.

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100 Larkin Street, San Francisco, CA 94102-4733
Phone 415.557.4233, Fax 415.557.4240

SAN FRANCISCO PUBLIC LIBRARY COMMISSION

Minutes of the special meeting of Thursday, June 26 2003
(As approved amended September 4, 2003).

The San Francisco Public Library Commission held a special meeting on Thursday, June 26, 2003 in the Koret Auditorium, Main Library.

Willie L. Brown, Jr.
*Mayor*

Charles A. Higueras, A.I.A.
*President*

Carol Steiman
*Vice President*

Helen Marte Bautista
Lonnie K. Chin
Steven A. Coulter
Fran A. Streets
Deborah Strobin
*Commissioners*

Susan Hildreth
*City Librarian*

Michael Housh
*Commission Secretary*

President Higueras called the meeting to order at 4:04 PM.

The following members were noted present: Commissioners Bautista, Coulter, Higueras, Steiman, and Strobin. Commissioner Chin joined the meeting at 4:08PM Commissioner Streets was excused.

## AGENDA ITEM #1 APPROVAL OF THE MINUTES OF THE MAY 20, 2003 COMMISSION MEETING

### Public comment on AGENDA ITEM #1 APPROVAL OF THE MINUTES OF THE MAY 20, 2003 COMMISSION MEETING

An anonymous member of the public called attention to two errors in the Minutes and in particular the mis-reporting of the dates of Mr. Robert Hansen's service as Director of the Golden Gate Park Band. Mr. Peter Warfield cited a number of omissions that he felt diminished public comment in support of books, cited what he believed to be inaccurate reporting of previous minutes, and omission of some remarks by the Commission President.

### Commission discussion of AGENDA ITEM #1 APPROVAL OF THE MINUTES OF THE APRIL 1, 2003 COMMISSION MEETING

The Commission Secretary proposed to correct a mistake in the report of Mr. Hansen's years of service with the Golden Gate Park Band.

MOTION: Commissioner Bautista, seconded by Commissioner Strobin that the May 20, 2003 Minutes be approved as amended.

ACTION: AYE 4-0 (Bautista, Coulter, Higueras, and Strobin)

## AGENDA ITEM #2 BOND PROGRAM MANAGER'S REPORT (copy attached)

Branch Improvement Program Manager Marilyn Thompson noted that there would be no informational report. The Branch Improvement Program Manager reported a total of $11,359,814 in expenditures and encumbrances to date. Ms. Thompson noted that schedules dated April 17th were available, then presented her regular Budget, Schedule, Active Projects, and Community Outreach updates reports (copies attached). The Branch Library Improvement Program Manager ending calling attention to the BLIP website, that the current newsletter was available, and that there would be no special report this month.

## Public Comment on AGENDA ITEM #2 BOND PROGRAM MANAGER'S REPORT

An anonymous member of the public called attention to a neighborhood planning meeting hosted by the Planning Department in Glen Park and expressed concerns with the vagueness of the report of the extent of the changes resulting from the redesign of the Mission Bay Branch. J. Loren Guides expressed a desire that the Excelsior Branch be expanded. Mr. Peter Warfield expressed a desire for a centralized report that would indicate and keep track of each of the individual changes made to any of the branch project's plans.

## Commission discussion of AGENDA ITEM #2 BOND PROGRAM MANAGER'S REPORT

In answer to questions by Vice President Steiman and President Higueras, Ms. Thompson gave an overview of the mostly back of house changes impacting the Mission Bay Branch Library resulting from the redesign of the entire building housing the new Branch. Ms. Thompson then spoke briefly concerning the Planning Department's, in conjunction with BART and the Library, Glen Park Neighborhood Planning Workshop for neighborhood transportation improvements to be held over several days with a final report due on July 23rd. **Commissioner Bautista suggested that a location be found where the current plans for Branch Library Improvement program projects could be viewed.** The City Librarian suggested a rotating display in space available on the Main Library's 6th Floor.

## AGENDA ITEM #3 BOND PROGRAM BUDGET REVIEW

City Librarian Susan Hildreth and Branch Library Improvement Program Manager Marilyn Thompson provided an extensive Branch Library Improvement Program Budget Review, background discussion, and detailed overview of four Bond Program Budget scenarios. *It was noted that* each depended on how much or how little Prop. 14 (State Library Bond) funds were obtained (copies attached).

## Public comment on AGENDA ITEM #3 BOND PROGRAM BUDGET REVIEW

A Parkside resident recommended the Commission approve funding for real estate costs and while acknowledging the importance of Prop. 14 funds, suggested that the Parkside Branch had not received a fair share originally. An anonymous member of the public found surprising that the Library would report that no money from the state might be received and suggested that the worst case scenario was probable. This person also felt the $1.2 million site cost for the Portola Branch was a gift. Mr. Peter Warfield noted that the amount of the bond had been reduced before it was on the ballot in hope of receiving Prop. 14 funds. Mr. Warfield criticized shifts of funding among projects and rearranging of priorities. Mr. Warfield also suggested that community space at the Richmond Branch be cut to provide more space for books and criticized the project reserve for reducing the amounts available for each project. Mr. Martin Gomez, Friends & Foundation applauded the presentation and emphasized that the Friends & Foundation were committed to making the Bond Program a success.

## Commission comment on AGENDA ITEM #3 BOND PROGRAM BUDGET REVIEW

In response to a question by President Higueras, Ms. Thompson explained how the construction reserves to address major unforeseen conditions were built into the program reserves in addition to the funds designated for change orders. President Higueras emphasized the importance of maintaining a large enough reserve so that all of the Bond projects would be completed otherwise, early projects would get done and later ones could lose out. In response to a question by Commissioner Bautista, Ms. Thompson discussed how the budgets were developed after the voters approved the bond issue. President Higueras noted that the individual budgets should not be thought of as fixed entitlements. Commissioner Bautista pointed out in most case the bond only funded renovations not expansions. President Higueras noted that expansions could only be done if they could be accommodated within meeting the goals originally set out in the bond. In response to a question by Commissioner Chin, the Richmond Branch was identified as the only branch proposed to have an alternative location during construction and renovation. In answer to a question by President Higueras, Deputy City Attorney Catharine Barnes discussed the strictures imposed on and limitations involved in applying interest income earned from bond sales to fund later program projects. Deputy City Librarian Paul Underwood noted that it was planned to make use of the anticipated $2.5 million in such funds when they might become available for such use after 2004/05. In response to Vice President Steiman's suggestion that accelerating the program schedule could also provide additional funds, it was report that not enough additional money would be generated and that there could be problems having many branches closed and undergoing renovation at the same time. Vice President Steiman also pointed out that funds in the operating budget allocated for branch upkeep could also be used to fund the renovations. President Higueras commented that it had been a useful discussion and that more thought would be given to the project reserve as the funding picture developed.

MOTION: Commissioner Bautista, seconded by Commissioner Steiman for approval of the transfer of $115, 281 from the Project Reserve to fund real estate acquisition related costs.

ACTION: AYE 5-0 (Bautista, Coulter, Higueras, Steiman, and Strobin)

President Higueras called for a brief recess at 5:27PM
Commissioner Coulter left the meeting during the recess.
The Commission returned to session at 5:34PM

## AGENDA ITEM #4 PARKSIDE BRANCH

Ms. Hildreth presented a memorandum revision of the Project Scope for the Parkside Branch Library (copy attached) and made a background presentation about how the question of first only renovation and now possible expansion was proposed for the Parkside Branch Library. Ms. Hildreth noted that as Parkside was located on Recreation & Park Department property there were limitations on potential expansion but noted Supervisor Ma's interest in and support for finding a solution. Ms. Hildreth then briefly described the architect's proposal for a 985”’ sq. ft. expansion *that* could cost an additional $500,000 and noted there was a question as to having a program space or not. The City Librarian noted that these changes would mean that the original schedule for the branch's renovation could not be kept and suggested that West Portal could be moved up in its place.

## Public comment on AGENDA ITEM #4 PARKSIDE BRANCH

An anonymous member of the public pointed to a comment by Commission Bautista that pointed to a risk some projects might not get funded and found the proposal for expansion problematic but noted that there was a need to expand and room to expand and the community believed a half million was easy to find. Ms. Eileen Bogan, SPEAK, urged that the Commission approve the proposed Parkside expansion without a community room, noting that Parkside needed more than a renovation and that the neighborhood of homeowners/voters expected the needs of their branch to be met. Ms. Laurie Guidas, an 11 year Parkside resident and regular user of the library, urged the Commission to reallocate bond funds to Parkside saying that it had not received a fair share as the 8th highest circulation branch and noting it was ranked 27th in bond allocations and was open only 6 days per week. Ms. Nancy Wuerful, urged approval of the Parkside expansion without a community room without delay commenting that residents felt that Parkside's 21st ranking in allocation of bond money was inappropriate and that there were funds available in the reserve and pointed out that Mission Bay received more money. Mr. Douglas Ryan urged approval of the proposed Parkside expansion without a community room noting that the space could be better used. Mr. Peter Warfield expressed dismay that the plans did not provide for expansion of the collection and claimed that Prop. E (Library Preservation Fund) mandated priority allocation of funds for books and hours. Ms. Lisa Sang, a Parkside neighbor, urged that the Commissioners approve the proposed expansion to meet the needs of neighborhood children noting that the branch was a welcoming quiet environment for study and the librarians very helpful. Ms. Sang found the current branch too crowded commenting that her neighborhood deserved the expansion. Ms. Annie Lee, Parkside resident, pointed out that there was not enough room in the existing branch to study and that an expansion would greatly benefit students using the branch.

## Commission discussion of AGENDA ITEM #4 PARKSIDE BRANCH

There was an extensive discussion among the Commissioners noting that Parkside was a very heavily used branch, that it did indeed have a large circulation, and that if possible expansion should be considered. In response to questions by Vice President Steiman, Commissioner Bautista, and Chin, the City Librarian discussed the issues involved with the age of the building, ADA and seismic improvements that resulted in the original DPW formula used to determine the baseline cost included in the bond proposal for the renovated branches. Commissioner Chin emphasized that the Commission had a responsibility be fair to all but suggested that it would not be prudent to respond immediately. Commissioner Chin suggested that Parkside users could wait and take a chance that more money would become available to pay for their expansion. President Higueras noted that a Parkside expansion would be a good thing, but that the Commissioners had responsibility to be fair to the entire system. He declared that the Commissioners would like to be able to find a way to do the expansion but that the sober realistic assessment was that no action was possible until other alternatives had been explored. President Higueras also noted that perhaps some of the bond interest money could be use for this purpose. President Higueras emphasized that it was understood that Parkside, as well as other branch libraries, could make a good case for expansion and that this was not the end of this discussion. Commission Chin noted that it was a fact of life in San Francisco that there was a lack of space to meet all of the real needs.

## AGENDA ITEM #5 BRANCH FACILITIES MANAGEMENT

Deputy City Librarian Paul Underwood presented a model (copy attached) for ongoing facilities maintenance developed by staff in response to the Commission's initiative. Mr. Underwood noted that the proposed plan addressed maintenance cycles out until 2020 and discussed the various types of ongoing maintenance that would protect the library's investment in its facilities. Mr. Underwood reported that staff recommended that these maintenance cycle be supported by dedicated funds included in the annual operating budget, and if necessary one time use of reserve funds. The Deputy City Librarian additionally recommended that, during the year previous to a scheduled maintenance activity, estimates be reviewed and folded into the next year's budget as a matter of policy.

## Public comment on AGENDA ITEM #5 BRANCH FACILITIES MANAGEMENT

An anonymous member of the public found that this report discussed ongoing activities that were occurring in a less organized fashion and suggested that the plan could lead to overall reductions in costs and was long overdue.

### Commission discussion of AGENDA ITEM #5 BRANCH FACILITIES MANAGEMENT

In answer to a question by President Higueras, Mr. Underwood commented that unfortunately such important but routine maintenance was a low priority. The Commission's commitment to maintenance would make it a priority appropriate to its importance. President Higueras noted that the Branch Library Improvement Program was an historic opportunity to focus on establishing caring for our facilities on regular ongoing basis instead of responding to immediate problems. President Higueras found this proposal a good beginning and requested that before the end of this Commission's term in office effort should be made to move this plan into the regular baseline budget process. President Higueras in particular lauded Rich Walsh and his dedicated team for doing a great job under difficult circumstance with limited resources. Commissioner Bautista saluted Rich Walsh and his team for their work in refurbishing the elevators. Vice President Steiman recommended that this model of including maintenance as a regular ongoing part of what the library did to keep a branch open should be implemented. President Higueras noted that with maintenance one paid some now or a lot more later.

### AGENDA ITEM #6 COMMENDING RETIRING LIBRARY STAFF

President Higueras read the names of the retiring library employees: Christine Ahrens; Vivian Chan; Selby Collins; Candid Nelly; Paul Quintanilla; Jerry Roth; Ana Rojas; Ellen Shatter; Gloria Hanson; Roberto Esteves, and Katherine Gilmartin that the Commission was honoring and presenting with certificates commending there years of service to the Library. There followed a discussion where the individual achievements of these retiree were pointed out and saluted by the Commissioners and Library staff.

### Public comment on AGENDA ITEM #6 COMMENDING RETIRING LIBRARY STAFF

An anonymous member of the public added their congratulations to the retiring staff.

### Commission discussion of AGENDA ITEM #6 COMMENDING RETIRING LIBRARY STAFF

Commissioner Bautista suggested that it would have been nice if gifts could have been presented to the retiring staff members.

MOTION: Commissioner Chin, seconded by Commissioner Steiman that the designated retiree be honored with certificates from the Library Commission for their years of exemplary and dedicated public service.

ACTION: AYE 5-0 (Bautista, Chin, Higueras, Steiman, and Strobin)

## AGENDA ITEM #7 PUBLIC COMMENT

An anonymous member of the public commented that public recognition was important and expressed regret that with the cancellation of the next meeting there would be no City Librarian's Report on the many recent activities. This person confessed to mixed feelings that there had been recognition of problems, a step they felt toward addressing those needs. This person noted that if someone was listening and being responsive that it was better to be more open. Mr. Peter Warfield commented that our wonderful librarians deserved to be honored before their retirement. Mr. Warfield then discussed the Sunshine Ordinance Task Force declining to rescind their decision on his complaint related to the Prop. 14 application for the Richmond Branch Library and noted that the Board's Finance Committee had not approved the Library's proposed materials recovery fee.

## AGENDA ITEM #8 ADJOURNMENT

MOTION: Commissioner Bautista, seconded by Commissioner Steiman that the meeting be adjourned.

## Public comment on AGENDA ITEM #7 ADJOURNMENT

None offered

Commissioner Chin left the meeting at 7PM.

ACTION: AYE 4-0 (Bautista, Higueras, Steiman, and Strobin)

The meeting was adjourned at 7:01PM.

Michael Housh, Commission Secretary 9/5/03

Please note: Copies of Commission Minutes and handouts are available in the Office of the Commission Secretary, 100 Larkin Street, San Francisco, CA 94102

All revised text is displayed in *alternative* typeface.

# Minutes of the regular Commission Meeting of June 26, 2003

## Appendix A

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*The number of members of the public who spoke anonymously at this meeting. 1*

Minutes of the regular Commission Meeting of June 26, 2003

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## Public Comment of An Anonymous Citizen

San Francisco Public Library Commission Meeting, June 26, 2003

Item 1:
Approval of the Minutes: May 20, 2003

**"The citizen summaries that were sent out with the minutes only contained three summaries. I am uncertain whether I actually produced six or seven summaries, but six are available on the website and the secretary only distributed three.**

**The reference to an illegal action on the approval of the BLIP committee was that City Librarian Hildreth referred to it in her memorandum as coming from commission action and I read that section of the memorandum. The point was that if that were true it was illegal action.**

**The adjournment in honor of Robert Hansen describes him retiring in 1996, instead of 1999. This is significant because the secretary had to make up that number to make the anonymous citizen wrong."**

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Item 2:
Bond Program Manager's Report

**"Relative to Glen Park, there is a meeting hosted by the Planning Department taken place today. I don't know what the library's participation is, but the library's logo was on the flyer distributed to the community. I live close enough to Glen Park to hear rumors about discontent still brewing in the neighborhood.**

**My antenna quivered just a bit with respect to Mission Bay. The term that was thrown out without being defined was "redesign." There was mention of a lost storage room and a smaller community room, but no figures were given. This is all too vague after this commission considered very carefully the design.**

**We also don't know if this reduces the square footage of the entire project. I hope that we will get some details."**

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San Francisco Public Library Commission Meeting, June 26, 2003

Item 3:
Bond Program Budget Review

**"I am aghast that we finally learn that Ms. Hildreth had no responsibility for the claim that there would be $10 Million from the state bond and that she was as cautionary as I was. That is not the history that I remember, but I compliment Ms. Hildreth for her creativity.**

**For those who know about fundraising, the worst thing for a donor is to learn that net effect of their gift is to shift money down the line, including bailing out the reserve fund. That is not what the donor wants to hear.**

**Therefore, the worst case scenario is all too probable. The idea that state officials will not be able to live with themselves if San Francisco does not get funding is not my understanding of the way politics works in this state.**

**The $1.2 million for the Portola site has even been described by Ms. Hildreth as a gift."**

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Item 6:
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**"As you can imagine I am humbled to say anything at all, except to add my congratulations and to observe that it speaks to a staff which has some continuity and longevity. That is a factor that we should cherish as part of the institution."**

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### Public Comment of An Anonymous Citizen
San Francisco Public Library Commission Meeting, June 26, 2003

Item 4:
Parkside Branch

**"I think a sophisticated commission would have made an announcement that translation services were available and then translated the announcement.**

**This item is closely allied to the item just before it. The commission president prevented a member of the public from noting some of the correspondences but did not prevent Commissioner Bautista from doing the same thing.**

**Ms. Bautista leads us to a very profound point: It is impossible to lock in project budgets because it is impossible to end up with a project that has no windows or roof. At the end of the budget some project does not get done. That is just the way it works.**

**Parkside has room to expand and a need to expand. The neighbors find it reasonable to expand. But probably we do not have the money.**

**Your perspective must be that you are losing control."**

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**Public Comment of An Anonymous Citizen**

San Francisco Public Library Commission Meeting, June 26, 2003

Item 5:
Branch Facilities Management

**"Proposition E is the sleeping giant that informs all of this. I think the speaker would agree that maintenance goes on, just at a less planned level. Therefore, I am surprised at the reference to an infusion of funds because the plan should lead to a reduction of total expenses.**

**This is long overdue and that fact that is foreseeable has other ramifications."**

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**Public Comment of An Anonymous Citizen**
San Francisco Public Library Commission Meeting, June 26, 2003

Item 7:
Public Comment

**"I regret that we did not bring the City Librarian's report forward.**

**It would serve my interests if you ran over the City Hall and told them that the bond was 'on schedule, on budget, and on program,' that you were all visionaries and that you had your ears closed to any problems.**

**But it is more important to encourage you to do the opposite. The recognition of all of the problems is a contribution to the health of the community. People feel that they have a chance to talk to you about their concerns for their branches and their community, and that someone is listening.**

**You should take it to the next level and really be responsive to those concerns. I am still playing the 'gotcha game.' I would like to discuss things with more candor than I do, but I am saving my best ammunition for the next round."**

# Library Commission

June 26, 2003

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# 1. Approval of the Minutes

Explanatory document:

Draft Minutes May 20, 2003

# 2. Bond Program Manager's Report

# Informational Presentation

None

# Regular Reports

Budget Report
Schedule Report
Active Projects Reports
Community Outreach Update

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# Budget Report

Explanatory document:
Current Budget Report
dated 6/26/03

# Budget Report

- Recap:

  10-10-01 Baseline Budget & Reserve established
  11-15-01 Glen Park increased $88,000 for site acquisition
  01-17-02 Increased Reserve for Prop 14 (reduced all projects 5%)
  05-16-02 Art Enrichment Program Funded ($302,000 from 6 projects)
  06-20-02 Mission Bay increased $653,000 for site acquisition
  12-20-02 Ingleside increased $455,000 for site acquisition
  02-20-03 Friends & Foundation Budget for FF&E updated
  04-17-03 VVA increased $716,000 for site acquisition
  TODAY No changes

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# Schedule Report

Explanatory documents:
Summary Schedule
dated 4/17/03

# Schedule Report

- Recap:

10-10-01 Baseline Schedule established
12-20-01 Revised Glen Park to match Developer's schedule
01-17-02 Issued detailed schedules for Phases 1-2
02-21-02 Revised to reflect Prop 14 strategy
Revised Mission Bay to match Developer's schedule
03-21-02 Issued detailed schedules for all Phases
04-18-02 Revised to reflect Prop 14 strategy
06-20-02 Adjusted projects for geographic distribution
04-17-03 Revised to reflect revised Prop 14 strategy
Revised Mission Bay to match Developer's schedule
Revised Glen Park to match Developer's schedule
TODAY No changes

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# Active Projects Reports New Construction

- Glen Park
    - Purchase & Sale Agreement
    - Plans & Specs (Shell)
    - Schedule
- Mission Bay
    - Schedule
    - Budget
    - Redesign

# Active Projects Reports
# New Construction

- Ingleside
    - Purchase & Sale Agreement
    - Prop 14 Application
    - Programming & Planning
    - Contract Negotiations
    - Westwood Park CC&Rs
    - Cooperative Agreement
- Portola
    - Purchase & Sale Agreement
    - Prop 14 Application
    - Subdivision
    - Contract Negotiations
    - Cooperative Agreement

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# Active Projects Reports
# New Construction

- Visitacion Valley
    - Purchase & Sale Agreement
    - Prop 14 Application
    - Upcoming Competition
    - Cooperative Agreement

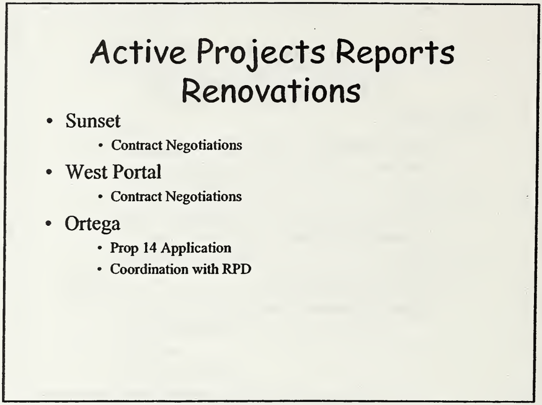
# Active Projects Reports Renovations

- Richmond
    - Prop 14 Application
    - Schedule
- Excelsior
    - Schedule
    - Upcoming Bid & Closure
- Noe Valley
    - Upcoming Design Intensive
    - Contract Negotiations

---

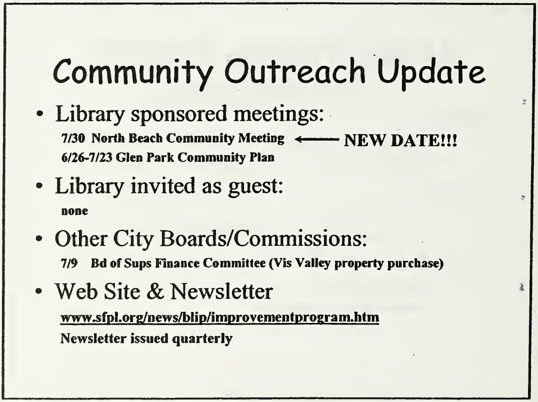
# Active Projects Reports Renovations

- Marina
    - Planning & Programming
    - Contract Negotiations
- Parkside
    - Conceptual studies
    - Scope increase requested- Agenda Item #4
- North Beach
    - Contract Negotiations
    - Community Surveys released



## Active Projects Reports Renovations

- Sunset
  - Contract Negotiations
- West Portal
  - Contract Negotiations
- Ortega
  - Prop 14 Application
  - Coordination with RPD



## Community Outreach Update

- Library sponsored meetings:

  **7/30 North Beach Community Meeting ←—— NEW DATE!!!**
  **6/26-7/23 Glen Park Community Plan**
- Library invited as guest:

  **none**
- Other City Boards/Commissions:

  **7/9 Bd of Sups Finance Committee (Vis Valley property purchase)**
- Web Site & Newsletter

  **www.sfpl.org/news/blip/improvementprogram.htm**
  **Newsletter issued quarterly**

# Special Reports

None

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# 3. Bond Program Budget Review

Explanatory documents:

Memo “Branch Library Improvement Program Budget Review” dated 6/23/03

# Best Case Scenario

**State Grants $10 million**
**Revise Relocation & Moving Strategy**
**Appropriate Bond Interest Proceeds**

**WHAT WE CAN DO**

Complete 24 branch libraries
Buy suitable properties for new facilities
Construction reserve (4%)
Build larger Visitacion Valley
One interim location
Expansion at Parkside
Potential Scope Change
Build new library at Ortega (demolish existing)
Build new library at Bayview (in new Town Center)

**BALANCE** **$180,000+**

# Scenario A

**State Grants Richmond only $4.6 million**
**Revise Relocation & Moving Strategy**
**Appropriate Bond Interest Proceeds**

**WHAT WE CAN DO**

Complete 24 branch libraries
Buy suitable properties for new facilities
Construction reserve (1.5%)
Build larger Visitacion Valley
One interim location
Expansion at Parkside
Potential Scope Change
Build new Renovation at Ortega
Build new Renovation at Bayview

**BALANCE** **$25,000+**

*San Francisco Public Library*

Memorandum

**To:** Library Commission

**From:** Susan Hildreth, City Librarian per for sh
Marilyn Thompson, Bond Program Manager

**Subject:** **Branch Library Improvement Program Budget Review**

**Date:** June 23, 2003

## Background

At the April 17th Commission meeting, staff presented a detailed review of the Branch Library Improvement Program budget. Staff presented scenarios for completion of the program that were based on two potential outcomes, 1) receiving funding for the Richmond Branch Library expansion only ($4.6 million), and 2) for the Portola project only ($2.5 million). The Library Commission requested that we present a scenario that would demonstrate what the Library could accomplish if no State Proposition 14 projects were funded.

## California State Proposition 14 Funding

In order to complete the original scope of all the projects, the bond program requires that the Library is successful in obtaining $10 million in Proposition 14 funding. Because of the highly competitive grant process for Proposition 14 funding, it is unlikely that the Library will achieve that $10 million goal. However, staff do believe it is feasible to anticipate that the San Francisco Public Library will be successful in obtaining funding for at least one project. Therefore, today, staff are presenting four scenarios that represent possible Proposition 14 impacts on the bond program as a whole.

Please see the attached charts that outline these scenarios:

- *Best Case Scenario* presents the outcome if the Library received funding for the Richmond Branch expansion and renovation ($4.6 million), Ingleside Branch ($2.9 million), and Portola Branch ($2.5 million), a total of $10 million.

- *Scenario A* presents the outcome if the Library received funding for the Richmond expansion and renovation ($4.6 million).

- *Scenario B* presents the outcome if the Library received funding for the Portola Branch Library ($2.5 million). The Portola project is planned for submittal for State funding in Cycle 3, due in January 2004, along with Ingleside, Visitacion Valley and possibly Ortega branches. Portola is the least costly of the three new libraries and represents the least amount of state funding.

- *Worst Case Scenario* presents the outcome if the Library received no State funding.

## Real Estate Costs

The Library is coming to the close of the real estate acquisition phase of the bond program. The initial bond program estimates for cost of sites and assistance from the Real Estate Division were not adequate. These estimates were based on purchasing smaller parcels in six different neighborhoods in a standard real estate transaction. The properties actually purchased were legally far more complex, and in some cases physically larger parcels than originally anticipated.

- Real Estate Division labor charges exceeded the initial budget of $120,000, or $20,000 per site, by $115,281. These costs are being incurred in the 2002/03 fiscal year and must be paid by June 30, 2003. Therefore, staff is recommending that $115,281 be taken from the Bond Program Reserve to make this required payment. No significant real estate charges for the Bond Program are anticipated beyond fiscal year 2002/03.

## Relocation and Moving Funds

Bond funds that have not yet been specifically allocated are the relocation and moving funds ($4.3 million). In all scenarios we are reviewing, it is likely that most of these funds will be needed to maintain the scope of all projects and complete the program as promised to the voters in November 2000. Staff has proposed providing bookmobile service, combined with extended hours in some locations, as well as programming at alternate sites for most projects. Due to the length of the closure of the Richmond Branch (two years, the longest project closure), an interim location is being proposed.

## Bond Financing Costs

These costs ($2.9 million) were anticipated in the original bond program. Based on the actual cost of the bond sales, actual number of sales that we anticipate, and plans to partner with other City agencies that are selling bonds, these costs were reduced to $1.5 million in October 2001.

## Bond Interest

About $42 million worth of bonds have been sold to support this program. Interest is earned on the daily balance of bond funds that have been sold but are not yet used. These bond interest proceeds can be used in support of the bond program. The Board of Supervisors must appropriate these funds; and it is usually not done until all bond dollars have been spent. Through March 2003, $885,756 of interest proceeds has accumulated for the bond program. Annual interest earnings are subject to arbitrage adjustments which are done at the close of each fiscal year.

The Commission has already earmarked some of these funds for a specific use:

- $293,204 – unallocated bond interest proceeds adjusted for arbitrage June 30, 2003.
- $429,052 – 2002/03 bond interest proceeds subject to arbitrage in June 2003
- $163,500 – estimated interest accrual on bond funds that will be initially deposited for the Mission Bay Branch Library project and that would be used to provide for the difference between purchase price and guaranteed maximum price.

## Scenarios

Please see the attached key points lists and charts that describe each of the scenarios. There are similar assumptions made for all scenarios.

- Relocation and moving funds are used in other program areas to support completion of the program.

- Bond interest proceeds are used to support completion of the program.

- The Visitacion Valley Branch was initially proposed at 7,200 square feet. In order to meet the demand for service in a growing area of the City and to be more competitive for Proposition 14 funding, the building footprint is being planned at 8,500 square feet.

- The Ortega Branch is currently proposed as a renovation and small expansion. In order to meet high demand for service and to be more competitive for Proposition 14 funding, staff recommends demolishing the current structure and replacing it with a new, larger facility.

- The Bayview Branch is currently proposed as a renovation and small expansion. The Planning process has begun for a new Bayview Town Center; and a new library is planned as a possible partner in the new Town Center. Some revenue might be obtained if the current library site were sold.

Best Case Scenario - $10 million in State funds

The Library can accomplish the entire program with a 4% construction reserve, as well as build a larger Visitacion Valley Branch, expand Parkside, plan to build new libraries in Ortega and Bayview, have a small amount set aside for additional project scope changes and provide one interim location for the Richmond neighborhood.

Scenario A - Richmond grant awarded ($4.6 million)

The Library can accomplish the entire program with a 1.5% construction reserve, as well as build a larger Visitacion Valley Branch, expand Parkside and provide an interim location for the Richmond neighborhood. The Library would forego plans to build new libraries in Ortega and Bayview and there would be no funds available for any further project scope changes.

Scenario B - Portola grant awarded ($2.5 million)

The Library can accomplish the entire program with a 1% construction reserve, as well as build a larger Visitacion Valley Branch. The Library would forego the expansion of Parkside, the interim location for the Richmond neighborhood, any further project scope changes and building new libraries for Ortega and Bayview.

Worst Case Scenario – No State funds

The Library can accomplish the entire program with a ½% construction reserve, which is very small. All projects remain at current scope and no interim locations are provided.

## Conclusions

- Proposition 14 funding is critical to this program. The Library anticipates knowing the awards for Cycle 2 by Fall 2003. The bond program budget should be reviewed in detail once the outcome of the Richmond application is known.
- A key factor to completion of the bond program in every case is redirection of funds set aside for relocation and moving.
- The Commission has had a request to increase the scope of the Parkside project. Staff recommends that the consideration to change the scope of the Parkside project be reviewed when the outcome of the Richmond application is known.
- If another state bond act is approved, as is proposed for the March 2004 State ballot, several other projects may be funded and the program could have more ability to

accommodate future unanticipated construction costs, changes in project scopes or other unanticipated opportunities that may occur during the life of the program. Proposed bond acts are currently on suspense, but both authors are dedicated to putting these measures on the ballot as soon as possible.

## Recommendation

Staff recommends that the Library Commission approve a transfer of $115,281 from the Bond Program Reserve to pay for labor charges of the Real Estate Division and that the Library Commission thoroughly review the Branch Library Improvement Program budget when the outcome of State funding for the Richmond Branch is known.

Attachments
- Scenario Charts

# Best Case Scenario

State Grants $10 million
Revise Relocation & Moving Strategy
Appropriate Bond Interest Proceeds

**WHAT WE CAN DO**

Complete 24 branch libraries
Buy suitable properties for new facilities
Construction reserve (4%)
Build larger Visitacion Valley
One interim location
Expansion at Parkside
Potential Scope Change
Build new library at Ortega (demolish existing)
Build new library at Bayview (in new Town Center)

**BALANCE** **$180,000+**

SCENARIO BEST-2000 Branch Library Improvement Bond Program
STATE GRANTS $10 MILLION

| | JOB # | Branch | BUDGET<br>Baseline Budget (10/01) | Approved Budget (4/03) | Forecast Budget (5/03) | REVENUE FUND STRATEGY<br>City Prop. A Bonds | State Prop. 14 | Other Sources | Total All Sources |
|---|---|---|---|---|---|---|---|---|---|
| **Phase 0 Projects** | | | | | | | | | |
| GP | 7514A | Glen Park[1] | 1,770,000 | 3,428,000 | 3,428,000 | 3,428,000 | | | 3,428,000 |
| IN | 7516A | Ingleside[1] | 1,770,000 | 2,225,000 | 2,225,000 | 1,022,500 | 1,202,500 | | 2,225,000 |
| PL | 7519A | Portola[1] | 1,770,000 | 1,770,000 | 1,770,000 | 933,450 | 836,550 | | 1,770,000 |
| VV | 7521A | Visitacion Valley[1] | 2,090,000 | 2,806,000 | 2,806,000 | 2,806,000 | | | 2,806,000 |
| SC | 7523A | Support Services[1] | 9,080,000 | 8,626,000 | 8,626,000 | 8,626,000 | | | 8,626,000 |
| | | *SUBTOTAL* | *16,480,000* | *18,855,000* | *18,855,000* | *16,815,950* | *2,039,050* | *0* | *18,855,000* |
| **Phase 1 Projects** | | | | | | | | | |
| EX | 7525A | Excelsior | 3,820,000 | 3,629,000 | 3,629,000 | 3,629,000 | | | 3,629,000 |
| MA | 7510A | Marina | 4,110,000 | 3,904,500 | 3,904,500 | 3,904,500 | | | 3,904,500 |
| MB | 7518A | Mission Bay | 3,350,000 | 3,957,000 | 4,120,500 | 4,120,500 | | | 4,120,500 |
| NV | 7511A | Noe Valley | 4,410,000 | 4,189,500 | 4,189,500 | 4,189,500 | | | 4,189,500 |
| PS | 7512A | Parkside | 2,880,000 | 2,736,000 | 3,236,000 | 3,236,000 | | | 3,236,000 |
| RI | 7513A | Richmond | 7,630,000 | 7,141,500 | 7,141,500 | 107,630 | 4,633,870 | 2,400,000 (2) | 7,141,500 |
| VV | 7522A | Visitacion Valley | 3,230,000 | 3,020,500 | 3,795,500 | 3,795,500 | | | 3,795,500 |
| | | *SUBTOTAL* | *29,430,000* | *28,578,000* | *30,016,500* | *22,982,630* | *4,633,870* | *2,400,000* | *30,016,500* |
| **Phase 2 Projects** | | | | | | | | | |
| GP | 7515A | Glen Park | 2,800,000 | 1,253,000 | 1,253,000 | 1,253,000 | | | 1,253,000 |
| IN | 7517A | Ingleside | 2,800,000 | 2,618,000 | 2,618,000 | 916,300 | 1,701,700 | | 2,618,000 |
| PL | 7520A | Portola | 2,800,000 | 2,618,000 | 2,618,000 | 916,300 | 1,701,700 | | 2,618,000 |
| NB | 7526A | North Beach | 3,460,000 | 3,287,000 | 3,287,000 | 3,287,000 | | | 3,287,000 |
| SS | 7527A | Sunset | 1,490,000 | 1,415,500 | 1,415,500 | 1,415,500 | | | 1,415,500 |
| WP | 7528A | West Portal | 4,110,000 | 3,904,500 | 3,904,500 | 3,904,500 | | | 3,904,500 |
| | | *SUBTOTAL* | *17,460,000* | *15,096,000* | *15,096,000* | *11,692,600* | *3,403,400* | - | *15,096,000* |
| **Phase 3 Projects** | | | | | | | | | |
| BV | 7529A | Bayview | 3,820,000 | 3,629,000 | 5,595,000 | 5,595,000 | | | 5,595,000 |
| EV | 7530A | Eureka Valley | 4,580,000 | 4,351,000 | 4,351,000 | 4,351,000 | | | 4,351,000 |
| OR | 7531A | Ortega | 3,560,000 | 3,382,000 | 4,500,000 | 4,500,000 | | | 4,500,000 |
| WA | 7532A | Western Addition | 3,430,000 | 3,258,500 | 3,258,500 | 3,258,500 | | | 3,258,500 |
| | | *SUBTOTAL* | *15,390,000* | *14,620,500* | *17,704,500* | *17,704,500* | *0* | *0* | *17,704,500* |
| **Phase 4 Projects** | | | | | | | | | |
| AZ | 7533A | Anza | 4,740,000 | 4,503,000 | 4,503,000 | 4,503,000 | | | 4,503,000 |
| BE | 7534A | Bernal Heights | 5,350,000 | 5,082,500 | 5,082,500 | 5,082,500 | | | 5,082,500 |
| GG | 7435A | Golden Gate Valley | 5,340,000 | 5,073,000 | 5,073,000 | 5,073,000 | | | 5,073,000 |
| PT | 7536A | Potrero | 4,230,000 | 4,018,500 | 4,018,500 | 4,018,500 | | | 4,018,500 |
| | | *SUBTOTAL* | *19,660,000* | *18,677,000* | *18,677,000* | *18,677,000* | *0* | *0* | *18,677,000* |
| **Phase 5 Projects** | | | | | | | | | |
| ME | 7537A | Merced | 4,200,000 | 3,990,000 | 3,990,000 | 3,990,000 | | | 3,990,000 |
| PK | 7538A | Park | 1,310,000 | 1,244,500 | 1,244,500 | 1,244,500 | | | 1,244,500 |
| PD | 7539A | Presidio | 1,530,000 | 1,453,500 | 1,453,500 | 1,453,500 | | | 1,453,500 |
| | | *SUBTOTAL* | *7,040,000* | *6,688,000* | *6,688,000* | *6,688,000* | *0* | *0* | *6,688,000* |
| **Program-Wide Services & Costs** | | | | | | | | | |
| LM | 7501A | Library Program Costs | 800,000 | 800,000 | 800,000 | 800,000 | | | 800,000 |
| CS | 7500A | Program Consultants | 750,000 | 750,000 | 750,000 | 750,000 | | | 750,000 |
| PM | 7509A | City Program Management | 3,600,000 | 3,600,000 | 5,240,000 | 3,600,000 | | 1,640,000 (4) | 5,240,000 |
| RE | 7502A | Real Estate Dept | 120,000 | 120,000 | 235,281 | 235,281 | | | 235,281 |
| AR | 7503A | Art Enrichment Program | 0 | 302,000 | 302,000 | 302,000 | | | 302,000 |
| RM | | Relocation & Moving Reserve | 4,360,000 | 4,320,000 | 1,480,000 | 1,480,000 | | | 1,480,000 |
| FE | | Furniture & Equipment Reser | 15,000,000 | 16,000,000 | 16,000,000 | 0 | | 16,000,000 (3) | 16,000,000 |
| FC | | Bond Financing Costs | 1,500,000 | 1,500,000 | 1,500,000 | 1,500,000 | | | 1,500,000 |
| SF | | Program Reserve | 1,675,000 | 4,358,500 | 3,200,000 (5) | 2,454,244 | | 745,756 (4) | 3,200,000 |
| | | *SUBTOTAL* | *27,805,000* | *31,750,500* | *29,507,281* | *11,121,525* | *0* | *18,385,756* | *29,507,281* |
| **TOTAL** | | | **133,265,000** | **134,265,000** | **136,544,281** | **105,682,205**<br>**105,865,000**<br>**182,795** | **10,076,320** | **20,785,756** | **136,544,281** |

**BALANCE** (6) **182,795**

(1) Cost of Land, relocation benefits, appraisal fees, city attorney costs, Phase 1 & 2 studies, ALTA surveys, closing costs, demolition
(2) Earthquake Safety Program funds remaining for Branch Libraries
(3) Private donations from Friends & Foundation, includes Friends and Foundation fundraising expenses.
(4) Bond Interest Proceeds to date & estimated
(5) 4% of construction + $500,000 potential scope change
(6) Sale of Bayview & Vis Valley properties would increase reserve

# Scenario A

State Grants Richmond only ($4.6 million)
Revise Relocation & Moving Strategy
Appropriate Bond Interest Proceeds

**WHAT WE CAN DO**

Complete 24 branch libraries
Buy suitable properties for new facilities
Construction reserve (1.5%)
Build larger Visitacion Valley
One interim location
Expansion at Parkside
~~Potential Scope Change~~
~~Build new~~ Renovation at Ortega
~~Build new~~ Renovation at Bayview

**BALANCE** **$25,000+**

SCENARIO A-2000 Branch Library Improvement BondProgram
STATE GRANTS RICHMOND ONLY ($4,633870)

| | JOB # | Branch | BUDGET<br>Baseline Budget (10/01) | Approved Budget (4/03) | Forecast Budget (5/03) | REVENUE<br>FUND STRATEGY<br>City Prop. A Bonds | State Prop. 14 | Other Sources | Total All Sources |
|---|---|---|---|---|---|---|---|---|---|
| **Phase 0 Projects** | | | | | | | | | |
| GP | 7514A | Glen Park[1] | 1,770,000 | 3,428,000 | 3.428,000 | 3,428,000 | | | 3,428,000 |
| IN | 7516A | Ingleside[1] | 1,770,000 | 2,225,000 | 2,225,000 | 2,225,000 | | | 2,225,000 |
| PL | 7519A | Portola[1] | 1,770,000 | 1,770,000 | 1,770,000 | 1,770,000 | | | 1,770,000 |
| VV | 7521A | Visitacion Valley[1] | 2.090,000 | 2,806,000 | 2.806,000 | 2,806,000 | | | 2,806,000 |
| SC | 7523A | Support Services[1] | 9,080,000 | 8,626,000 | 8,626,000 | 8,626,000 | | | 8,626,000 |
| | | *SUBTOTAL* | *16,480,000* | *18,855,000* | *18,855,000* | *18,855,000* | - | *0* | *18,855,000* |
| **Phase 1 Projects** | | | | | | | | | |
| EX | 7525A | Excelsior | 3,820,000 | 3,629,000 | 3,629,000 | 3,629,000 | | | 3,629,000 |
| MA | 7510A | Marina | 4,110,000 | 3,904,500 | 3,904,500 | 3,904,500 | | | 3,904,500 |
| MB | 7518A | Mission Bay | 3,350,000 | 3,957,000 | 4,120,500 | 4,120,500 | | | 4,120,500 |
| NV | 7511A | Noe Valley | 4,410,000 | 4,189,500 | 4,189,500 | 4,189,500 | | | 4,189,500 |
| PS | 7512A | Parkside | 2,880,000 | 2,736,000 | 3,236,000 | 3,236,000 | | | 3,236,000 |
| RI | 7513A | Richmond | 7,630,000 | 7,141,500 | 7,141,500 | 107,630 | 4,633,870 | 2,400,000 (2) | 7,141,500 |
| VV | 7522A | Visitacion Valley | 3,230,000 | 3,020,500 | 3,795,500 | 3,795,500 | | | 3,795,500 |
| | | *SUBTOTAL* | *29,430,000* | *28,578,000* | *30,016,500* | *22,982,630* | *4,633,870* | *2,400,000* | *30,016,500* |
| **Phase 2 Projects** | | | | | | | | | |
| GP | 7515A | Glen Park | 2,800,000 | 1,253,000 | 1,253,000 | 1,253,000 | | | 1,253,000 |
| IN | 7517A | Ingleside | 2,800,000 | 2,618,000 | 2,618,000 | 2,618,000 | | | 2,618,000 |
| PL | 7520A | Portola | 2,800,000 | 2,618,000 | 2,618,000 | 2,618,000 | | | 2,618,000 |
| NB | 7526A | North Beach | 3,460,000 | 3,287,000 | 3,287,000 | 3,287,000 | | | 3,287,000 |
| SS | 7527A | Sunset | 1,490,000 | 1,415,500 | 1,415,500 | 1,415,500 | | | 1,415,500 |
| WP | 7528A | West Portal | 4,110,000 | 3,904,500 | 3,904,500 | 3,904,500 | | | 3,904,500 |
| | | *SUBTOTAL* | *17,460,000* | *15,096,000* | *15,096,000* | *15,096,000* | - | - | *15,096,000* |
| **Phase 3 Projects** | | | | | | | | | |
| BV | 7529A | Bayview | 3,820,000 | 3,629,000 | 3,629,000 | 3,629,000 | | | 3,629,000 |
| EV | 7530A | Eureka Valley | 4,580,000 | 4,351,000 | 4,351,000 | 4,351,000 | | | 4,351,000 |
| OR | 7531A | Ortega | 3,560,000 | 3,382,000 | 3,382,000 | 3,382,000 | | | 3,382,000 |
| WA | 7532A | Western Addition | 3,430,000 | 3,258,500 | 3,258,500 | 3,258,500 | | | 3,258,500 |
| | | *SUBTOTAL* | *15,390,000* | *14,620,500* | *14,620,500* | *14,620,500* | *0* | *0* | *14,620,500* |
| **Phase 4 Projects** | | | | | | | | | |
| AZ | 7533A | Anza | 4,740,000 | 4,503,000 | 4,503,000 | 4,503,000 | | | 4,503,000 |
| BE | 7534A | Bernal Heights | 5,350,000 | 5,082,500 | 5,082,500 | 5,082,500 | | | 5,082,500 |
| GG | 7435A | Golden Gate Valley | 5,340,000 | 5,073,000 | 5,073,000 | 5,073,000 | | | 5,073,000 |
| PT | 7536A | Potrero | 4,230,000 | 4,018,500 | 4,018,500 | 4,018,500 | | | 4,018,500 |
| | | *SUBTOTAL* | *19,660,000* | *18,677,000* | *18,677,000* | *18,677,000* | *0* | *0* | *18,677,000* |
| **Phase 5 Projects** | | | | | | | | | |
| ME | 7537A | Merced | 4,200,000 | 3,990,000 | 3,990,000 | 3,990,000 | | | 3,990,000 |
| PK | 7538A | Park | 1,310,000 | 1,244,500 | 1,244,500 | 1,244,500 | | | 1,244,500 |
| PD | 7539A | Presidio | 1,530,000 | 1,453,500 | 1,453,500 | 1,453,500 | | | 1,453,500 |
| | | *SUBTOTAL* | *7,040,000* | *6,688,000* | *6,688,000* | *6,688,000* | 0 | *0* | *6,688,000* |
| **Program-Wide Services & Costs** | | | | | | | | | |
| LM | 7501A | Library Program Costs | 800,000 | 800,000 | 800,000 | 800,000 | | | 800,000 |
| CS | 7500A | Program Consultants | 750,000 | 750,000 | 750,000 | 750,000 | | | 750,000 |
| PM | 7509A | City Program Management | 3,600,000 | 3,600,000 | 5,240,000 | 3,600,000 | | 1,640,000 (4) | 5,240,000 |
| RE | 7502A | Real Estate Dept | 120,000 | 120,000 | 235,281 | 235,281 | | | 235,281 |
| AR | 7503A | Art Enrichment Program | 0 | 302,000 | 302,000 | 302,000 | | | 302,000 |
| RM | | Relocation & Moving Reserve | 4,360,000 | 4,320,000 | 1,480,000 | 1,480,000 | | | 1,480,000 |
| FE | | Furniture & Equipment Reser | 15,000,000 | 16,000,000 | 16,000,000 | 0 | | 16,000,000 (3) | 16,000,000 |
| FC | | Bond Financing Costs | 1,500,000 | 1,500,000 | 1,500,000 | 1,500,000 | | | 1,500,000 |
| SF | | Program Reserve | 1,675,000 | 4,358,500 | 1,000,000 (5) | 254,244 | | 745,756 (4) | 1,000,000 |
| | | *SUBTOTAL* | *27,805,000* | *31,750,500* | *27,307,281* | *8,921,525* | *0* | *18,385,756* | *27,307,281* |
| **TOTAL** | | | **133,265,000** | **134,265,000** | **131,260,281** | **105,840,655** | **4,633,870** | **20,785,756** | **131,260,281** |
| | | | | | | **105,865,000** | | | |
| | | | | | | **24,345** | | | |

**BALANCE** (6) **24,345**

(1) Cost of Land, relocation benefits, appraisal fees, city attorney costs, Phase 1 & 2 studies, ALTA surveys, closing costs, demolition
(2) Earthquake Safety Program funds remaining for Branch Libraries
(3) Private donations from Friends & Foundation, includes Friends and Foundation fundraising expenses.
(4) Bond Interest Proceeds to date & estimated
(5) 1.5% of construction
(6) Subdivision & sale of Vis Valley property would increase reserve

# Scenario B

State Grants Portola only ($2.5 million)
Revise Relocation & Moving Strategy
Appropriate Bond Interest Proceeds
Accelerate Schedule 1 Year

**WHAT WE CAN DO**

Complete 24 branch libraries
Buy suitable properties for new facilities
Construction reserve (1%)
Build larger Visitacion Valley
~~One interim location~~
~~Expansion~~ Renovation at Parkside
~~Potential Scope Change~~
~~Build new~~ Renovation at Ortega
~~Build new~~ Renovation at Bayview

| | |
|---|---|
| **BALANCE** | **$145,000+** |

ENARIO B-2000 Branch Library Improvement Bond Program
ATE GRANTS PORTOLA ONLY ($2,538,250)

|  | JOB # | Branch | BUDGET<br>Baseline Budget (10/01) | Approved Budget (4/03) | Forecast Budget (5/03) | REVENUE<br>FUND STRATEGY<br>City Prop. A Bonds | State Prop. 14 | Other Sources | Total All Sources |
|---|---|---|---|---|---|---|---|---|---|
| se 0 Projects |  |  |  |  |  |  |  |  |  |
| P | 7514A | Glen Park [1] | 1,770,000 | 3,428,000 | 3,428,000 | 3,428,000 |  |  | 3.428.000 |
| N | 7516A | Ingleside [1] | 1,770,000 | 2,225,000 | 2,225,000 | 2,225,000 |  |  | 2,225,000 |
| L | 7519A | Portola [1] | 1,770,000 | 1,770,000 | 1,770,000 | 933,450 | 836,550 |  | 1,770,000 |
| V | 7521A | Visitacion Valley [1] | 2,090,000 | 2,806,000 | 2,806,000 | 2,806,000 |  |  | 2,806,000 |
| C | 7523A | Support Services [1] | 9.080,000 | 8,626,000 | 8,626.000 | 8,626,000 |  |  | 8,626.000 |
|  |  | *SUBTOTAL* | *16,480,000* | *18,855,000* | *18,855,000* | *18,018,450* | *836,550* | *0* | *18,855,000* |
| se 1 Projects |  |  |  |  |  |  |  |  |  |
| X | 7525A | Excelsior | 3,820,000 | 3,629,000 | 3,629,000 | 3,629,000 |  |  | 3,629,000 |
| A | 7510A | Marina | 4,110,000 | 3,904,500 | 3,904,500 | 3,904,500 |  |  | 3,904,500 |
| B | 7518A | Mission Bay | 3,350,000 | 3,957,000 | 4,120,500 | 4,120,500 |  |  | 4,120,500 |
| V | 7511A | Noe Valley | 4,410,000 | 4,189,500 | 4,189,500 | 4,189,500 |  |  | 4,189,500 |
| S | 7512A | Parkside | 2,880,000 | 2,736,000 | 2,736,000 | 2,736,000 |  |  | 2,736,000 |
| I | 7513A | Richmond | 7,630,000 | 7,141,500 | 7,141,500 | 4,741,500 |  | 2,400,000 (2) | 7,141,500 |
| V | 7522A | Visitacion Valley | 3,230,000 | 3,020,500 | 3,795,500 | 3,795,500 |  |  | 3,795,500 |
|  |  | *SUBTOTAL* | *29,430,000* | *28,578,000* | *29,516,500* | *27,116,500* | *0* | *2,400,000* | *29,516,500* |
| se 2 Projects |  |  |  |  |  |  |  |  |  |
|  | 7515A | Glen Park | 2,800,000 | 1,253,000 | 1,253,000 | 1,253,000 |  |  | 1,253,000 |
|  | 7517A | Ingleside | 2,800,000 | 2,618,000 | 2,618,000 | 2,618,000 |  |  | 2,618,000 |
|  | 7520A | Portola | 2,800,000 | 2,618,000 | 2,618,000 | 916,300 | 1,701,700 |  | 2,618,000 |
|  | 7526A | North Beach | 3,460,000 | 3,287,000 | 3,287,000 | 3,287,000 |  |  | 3,287,000 |
|  | 7527A | Sunset | 1,490,000 | 1,415,500 | 1,415,500 | 1,415,500 |  |  | 1,415,500 |
|  | 7528A | West Portal | 4,110,000 | 3,904,500 | 3,904,500 | 3,904,500 |  |  | 3,904,500 |
|  |  | *SUBTOTAL* | *17,460,000* | *15,096,000* | *15,096,000* | *13,394,300* | *1,701,700* | - | *15,096,000* |
| e 3 Projects |  |  |  |  |  |  |  |  |  |
|  | 7529A | Bayview | 3,820,000 | 3,629,000 | 3,629,000 | 3,629,000 |  |  | 3,629,000 |
|  | 7530A | Eureka Valley | 4,580,000 | 4,351,000 | 4,351,000 | 4,351,000 |  |  | 4,351,000 |
| R | 7531A | Ortega | 3,560,000 | 3,382,000 | 3,382,000 | 3,382,000 |  |  | 3,382,000 |
|  | 7532A | Western Addition | 3,430,000 | 3,258,500 | 3,258,500 | 3,258,500 |  |  | 3,258,500 |
|  |  | *SUBTOTAL* | *15,390,000* | *14,620,500* | *14,620,500* | *14,620,500* | *0* | *0* | *14,620,500* |
| e 4 Projects |  |  |  |  |  |  |  |  |  |
|  | 7533A | Anza | 4,740,000 | 4,503,000 | 4,503,000 | 4,503,000 |  |  | 4,503,000 |
|  | 7534A | Bernal Heights | 5,350,000 | 5,082,500 | 5,082,500 | 5,082,500 |  |  | 5,082,500 |
|  | 7435A | Golden Gate Valley | 5,340,000 | 5,073,000 | 5,073,000 | 5,073,000 |  |  | 5,073,000 |
|  | 7536A | Potrero | 4,230,000 | 4,018,500 | 4,018,500 | 4,018,500 |  |  | 4,018,500 |
|  |  | *SUBTOTAL* | *19,660,000* | *18,677,000* | *18,677,000* | *18,677,000* | *0* | *0* | *18,677,000* |
| e 5 Projects |  |  |  |  |  |  |  |  |  |
|  | 7537A | Merced | 4,200,000 | 3,990,000 | 3,830,000 | 3,830,000 |  |  | 3,830,000 |
|  | 7538A | Park | 1,310,000 | 1,244,500 | 1,194,500 | 1,194,500 |  |  | 1,194,500 |
|  | 7539A | Presidio | 1,530,000 | 1,453,500 | 1,395,500 | 1,395,500 |  |  | 1,395,500 |
|  |  | *SUBTOTAL* | *7,040,000* | *6,688,000* | *6,420,000* | *6,420,000* | *0* | *0* | *6,420,000* |
| am-Wide Services & Costs |  |  |  |  |  |  |  |  |  |
|  | 7501A | Library Program Costs | 800,000 | 800,000 | 800,000 | 800,000 |  |  | 800,000 |
|  | 7500A | Program Consultants | 750,000 | 750,000 | 750,000 | 750,000 |  |  | 750,000 |
|  | 7509A | City Program Management | 3,600,000 | 3,600,000 | 4,640,000 | 3,600,000 |  | 1,040,000 (4) | 4,640,000 |
|  | 7502A | Real Estate Dept | 120,000 | 120,000 | 235,281 | 235,281 |  |  | 235,281 |
|  | 7503A | Art Enrichment Program | 0 | 302,000 | 302,000 | 302,000 |  |  | 302,000 |
|  |  | Relocation & Moving Reserve | 4,360,000 | 4,320,000 | 980,000 | 284,244 |  | 695,756 (4) | 980,000 |
|  |  | Furniture & Equipment Reserv | 15,000,000 | 16,000,000 | 16,000,000 | 0 |  | 16,000,000 (3) | 16,000,000 |
|  |  | Bond Financing Costs | 1,500,000 | 1,500,000 | 1,500,000 | 1,500,000 |  |  | 1,500,000 |
|  |  | Program Reserve | 1,675,000 | 4,358,500 | 650,000 | 0 |  | 650,000 (4) | 650,000 |
|  |  | *SUBTOTAL* | *27,805,000* | *31,750,500* | *25,857,281* | *7,471,525* | *0* | *18,385,756* | *25,857,281* |
| **AL** |  |  | **133,265,000** | **134,265,000** | **129,042,281** | **105,718,275**<br>**105,865,000**<br>**146,725** | **2,538,250** | **20,785,756** | **129,042,281** |

**BALANCE** (6) **146,725**

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(1) Cost of Land, relocation benefits, appraisal fees, city attorney costs, Phase 1 & 2 studies, ALTA surveys, closing costs, demolition

(2) Earthquake Safety Program funds remaining for Branch Libraries

(3) Private donations from Friends & Foundation, includes Friends and Foundation fundraising expenses.

(4) Bond Interest Proceeds to date & estimated

(5) 1% of construction

(6) Subdivision & sale of Vis Valley property would increase reserve

# Worst Case Scenario

State Grants $0
Revise Relocation & Moving Strategy
Appropriate Bond Interest Proceeds
Accelerate Schedule 2 Years

**WHAT WE CAN DO**

Complete 24 branch libraries
Buy suitable properties for new facilities
Construction reserve (1/2%)
~~Build larger Visitacion Valley~~
~~One interim location~~
~~Expansion~~ Renovation at Parkside
~~Potential Scope Change~~
~~Build new~~ Renovation at Ortega
~~Build new~~ Renovation at Bayview

| | |
|---|---|
| **BALANCE** | **($13,000)** |

SCENARIO C-2000 Branch Library Improvement BondProgram
STATE GRANTS NO PROJECTS

| | | | BUDGET | | | REVENUE<br>FUND STRATEGY | | | |
|---|---|---|---|---|---|---|---|---|---|
| | JOB # | Branch | Baseline Budget (10/01) | Approved Budget (4/03) | Forecast Budget (5/03) | City Prop. A Bonds | State Prop. 14 | Other Sources | Total All Sources |
| **Phase 0 Projects** | | | | | | | | | |
| GP | 7514A | Glen Park[1] | 1,770,000 | 3,428,000 | 3,428,000 | 3,428,000 | | | 3,428,000 |
| IN | 7516A | Ingleside[1] | 1,770,000 | 2,225,000 | 2,225,000 | 2,225,000 | | | 2,225,000 |
| PL | 7519A | Portola[1] | 1,770,000 | 1,770,000 | 1,770,000 | 1,770,000 | | | 1,770,000 |
| VV | 7521A | Visitacion Valley[1] | 2,090,000 | 2,806,000 | 2,806,000 | 2,806,000 | | | 2,806,000 |
| SC | 7523A | Support Services[1] | 9,080,000 | 8,626,000 | 8,626,000 | 8,626,000 | | | 8,626,000 |
| | | *SUBTOTAL* | *16,480,000* | *18,855,000* | *18,855,000* | *18,855,000* | - | *0* | *18,855,000* |
| **Phase 1 Projects** | | | | | | | | | |
| EX | 7525A | Excelsior | 3,820,000 | 3,629,000 | 3,629,000 | 3,629,000 | | | 3,629,000 |
| MA | 7510A | Marina | 4,110,000 | 3,904,500 | 3,904,500 | 3,904,500 | | | 3,904,500 |
| MB | 7518A | Mission Bay | 3,350,000 | 3,957,000 | 4,120,500 | 4,120,500 | | | 4,120,500 |
| NV | 7511A | Noe Valley | 4,410,000 | 4,189,500 | 4,189,500 | 4,189,500 | | | 4,189,500 |
| PS | 7512A | Parkside | 2,880,000 | 2,736,000 | 2,736,000 | 2,736,000 | | | 2,736,000 |
| RI | 7513A | Richmond | 7,630,000 | 7,141,500 | 7,141,500 | 4,741,500 | | 2,400,000 (2) | 7,141,500 |
| VV | 7522A | Visitacion Valley | 3,230,000 | 3,020,500 | 3,020,500 | 3,020,500 | | | 3,020,500 |
| | | *SUBTOTAL* | *29,430,000* | *28,578,000* | *28,741,500* | *26,341,500* | *0* | *2,400,000* | *28,741,500* |
| **Phase 2 Projects** | | | | | | | | | |
| GP | 7515A | Glen Park | 2,800,000 | 1,253,000 | 1,253,000 | 1,253,000 | | | 1,253,000 |
| IN | 7517A | Ingleside | 2,800,000 | 2,618,000 | 2,618,000 | 2,618,000 | | | 2,618,000 |
| PL | 7520A | Portola | 2,800,000 | 2,618,000 | 2,618,000 | 2,618,000 | | | 2,618,000 |
| NB | 7526A | North Beach | 3,460,000 | 3,287,000 | 3,287,000 | 3,287,000 | | | 3,287,000 |
| SS | 7527A | Sunset | 1,490,000 | 1,415,500 | 1,415,500 | 1,415,500 | | | 1,415,500 |
| WP | 7528A | West Portal | 4,110,000 | 3,904,500 | 3,904,500 | 3,904,500 | | | 3,904,500 |
| | | *SUBTOTAL* | *17,460,000* | *15,096,000* | *15,096,000* | *15,096,000* | - | - | *15,096,000* |
| **Phase 3 Projects** | | | | | | | | | |
| BV | 7529A | Bayview | 3,820,000 | 3,629,000 | 3,629,000 | 3,629,000 | | | 3,629,000 |
| EV | 7530A | Eureka Valley | 4,580,000 | 4,351,000 | 4,351,000 | 4,351,000 | | | 4,351,000 |
| OR | 7531A | Ortega | 3,560,000 | 3,382,000 | 3,382,000 | 3,382,000 | | | 3,382,000 |
| WA | 7532A | Western Addition | 3,430,000 | 3,258,500 | 3,258,500 | 3,258,500 | | | 3,25 |
| | | *SUBTOTAL* | *15,390,000* | *14,620,500* | *14,620,500* | *14,620,500* | *0* | *0* | *14,6* |
| **Phase 4 Projects** | | | | | | | | | |
| AZ | 7533A | Anza | 4,740,000 | 4,503,000 | 4,323,000 | 4,323,000 | | | 4,323,000 |
| BE | 7534A | Bernal Heights | 5,350,000 | 5,082,500 | 4,879,500 | 4,879,500 | | | 4,879,500 |
| GG | 7435A | Golden Gate Valley | 5,340,000 | 5,073,000 | 4,870,000 | 4,870,000 | | | 4,870,000 |
| PT | 7536A | Potrero | 4,230,000 | 4,018,500 | 3,858,500 | 3,858,500 | | | 3,858,500 |
| | | *SUBTOTAL* | *19,660,000* | *18,677,000* | *17,931,000* | *17,931,000* | *0* | *0* | *17,931,000* |
| **Phase 5 Projects** | | | | | | | | | |
| ME | 7537A | Merced | 4,200,000 | 3,990,000 | 3,670,000 | 3,670,000 | | | 3,670,000 |
| PK | 7538A | Park | 1,310,000 | 1,244,500 | 1,144,500 | 1,144,500 | | | 1,144,500 |
| PD | 7539A | Presidio | 1,530,000 | 1,453,500 | 1,338,500 | 1,338,500 | | | 1,338,500 |
| | | *SUBTOTAL* | *7,040,000* | *6,688,000* | *6,153,000* | *6,153,000* | *0* | *0* | *6,153,000* |
| **Program-Wide Services & Costs** | | | | | | | | | |
| LM | 7501A | Library Program Costs | 800,000 | 800,000 | 800,000 | 800,000 | | | 800,00 |
| CS | 7500A | Program Consultants | 750,000 | 750,000 | 750,000 | 294,244 | | 455,756 (4) | 750,00 |
| PM | 7509A | City Program Management | 3,600,000 | 3,600,000 | 4,240,000 | 3,600,000 | | 640,000 (4) | 4,240,00 |
| RE | 7502A | Real Estate Dept | 120,000 | 120,000 | 235,281 | 235,281 | | | 235,281 |
| AR | 7503A | Art Enrichment Program | 0 | 302,000 | 302,000 | 302,000 | | | 302,00 |
| RM | | Relocation & Moving Reserve | 4,360,000 | 4,320,000 | 1,130,000 | 150,000 | | 980,000 (4) | 1,130,000 |
| FE | | Furniture & Equipment Reser | 15,000,000 | 16,000,000 | 16,000,000 | 0 | | 16,000,000 (3) | 16,000,00 |
| FC | | Bond Financing Costs | 1,500,000 | 1,500,000 | 1,500,000 | 1,500,000 | | | 1,500,00 |
| SF | | Program Reserve | 1,675,000 | 4,358,500 | 310,000 (5) | 0 | | 310,000 (4) | 310,00 |
| | | *SUBTOTAL* | *27,805,000* | *31,750,500* | *25,267,281* | *6,881,525* | *0* | *18,385,756* | *25,267,281* |
| **TOTAL** | | | **133,265,000** | **134,265,000** | **126,664,281** | **105,878,525**<br>**105,865,000**<br>**(13,525)** | **0** | **20,785,756** | **126,664,281** |

**BALANCE** (6) (13,525

(1) Cost of Land, relocation benefits, appraisal fees, city attorney costs, Phase 1 & 2 studies, ALTA surveys, closing costs, demolition
(2) Earthquake Safety Program funds remaining for Branch Libraries
(3) Private donations from Friends & Foundation, includes Friends and Foundation fundraising expenses.
(4) Bond Interest Proceeds to date & estimated
(5) 1/2% of construction
(6) Subdivision & sale of Vis Valley property would increase reserve

*San Francisco Public Library*

Memorandum

**To:** Library Commission

**From:** Susan Hildreth, City Librarian per for sh

**Subject:** **Revision of Project Scope for Parkside Branch Library**

**Date:** June 23, 2003

## Background

The Parkside Branch Library is currently scheduled for a complete renovation as part of the Branch Library Improvement Program. The focus of the Branch Library Improvement Program is to renovate 19 branch libraries and to build five new branch libraries, four replacing currently leased facilities and one new branch library in Mission Bay. Although some renovation projects include small additions in order to accommodate seismic and ADA required modifications, the only branch that is scheduled for a significant expansion is the Richmond Branch Library. Expansions at other branches are minimal to none; for example, Western Addition Branch has no additional square footage planned at this time. The San Francisco Public Library has adopted, supported by the will of the voters (Proposition E passed in June 1994), a service strategy of many, fairly small, neighborhood libraries of typically about 6,000 square feet each. Proposition A, passed in November 2000, which created the Branch Library Improvement Program, did not include funding or a charge from citizens to provide significant additional square footage at existing, City-owned branches. Proposition A's charge for existing, City-owned branches was to make them seismically safe, ADA, and code compliant, with flexible infrastructure for current and future technology. In neighborhoods with branches in close proximity, additions were not anticipated to compensate for ADA and seismic improvements; for example, Parkside Branch is close to West Portal branch.

The Parkside Branch Library renovation project budget was initially set at $2,880,000. In 2001, all projects were reduced by 5% to create a reserve for the Branch Library Improvement Program in anticipation of not receiving $10 million in State Proposition 14 funding. This $10 million had been anticipated from the State when the funding amount for the Branch Library Improvement Program was determined by the City and proposed to the voters on the November 2000 ballot. With the 5% modification, the Parkside Branch Library renovation project budget is now $2,736,000.

## Parkside Branch Library Project Planning

On September 28, 2002, a public kick-off meeting for the project was held at the branch. The meeting was well-attended and members of the public made it clear that they wanted an expansion for the branch. Library staff acknowledged that clear desire and committed to the community to determine if the scope of the project could be modified.

As a result of a request for proposal process, several architectural firms were selected to work on the first of the branch library renovations, which included Parkside. Thomas Hacker Architects, a Portland, Oregon, firm that has done numerous renovations and new construction for the Multnomah County Library, was assigned to the Parkside project. The Library asked the architects to do an initial study to determine the most feasible options for expansion of the branch, given the limitations of the budget and property.

The Parkside Branch Library is on City-owned land that is under the jurisdiction of the Recreation and Parks Commission. The Library was given a footprint of land allocated for its use when the Parkside Branch Library was built. The footprint allows the library to extend to 23rd Street. The availability and configuration of land was considered by the architects in their expansion studies.

Supervisor Fiona Ma is supportive of an expansion of the Parkside Branch Library and has been helpful in facilitating meetings between interested members of the community, including representatives of the Parkside Library Expansion and Renovation Committee (PERC), and Library staff.

On May 17, 2003, another community meeting was held at the branch that was well-attended by the public. Representatives from Thomas Hacker Architects reviewed their studies and identified an expansion scheme of 985 square feet at an additional cost of about $500,000. The recommended expansion scheme is the most efficient use of space and existing building systems that retains the architectural character of the building and allows for the Branch Library Improvement Program's objectives to be fulfilled (seismic & ADA) while keeping the size of the existing collection intact. The consensus of the meeting attendees was that they preferred to attempt to go forward with the expansion. Please see the attached meeting handout and drawings. Staff supports the expansion concepts presented by Thomas Hacker Architects. Also, it was clearly stated that funds for the expansion are not currently included in the project scope. Staff suggested that the project scope be reviewed by the Library Commission at the Commission's June 26, 2003 meeting.

## Key Issues

The Library Commission and staff are dedicated to gathering and responding to the interests and needs of the community regarding improvement of library services, and, therefore, take the request for a change in project scope seriously At the same time, it is clear that the bond program is not yet fully funded. Because completion of the program is dependent on receiving $10 million from State Proposition 14 funding, and it is unknown at this time how much, if any, of that funding the City and County of San Francisco will receive, it is not fiscally prudent to increase any of the project scopes until more is known about the outcome of State funding proposals.

Currently, the Richmond Branch Library expansion and renovation project, ($4.6 million in State funding) is being considered for funding. The Library anticipates learning the outcome of that proposal by the fall of this year. The Library is preparing several project applications for the 3rd and final cycle of funding to be submitted in January 2004. The Library may apply for as much as $20 million more in projects, which could result in $13 million in State matching funds. A new State Library Construction Bond Act has been proposed for $2 - $4 billion which would allow projects that were deemed eligible in the 3rd round of Proposition 14 to be funded immediately from the new Bond Act. Of course, that measure must be placed on a State ballot and approved by a majority of voters, all of which is a significant challenge, given the current economic environment. Those interested in the Parkside Branch Library expansion are encouraged to actively support efforts to get the Richmond project funded and get the new bond on the ballot to ensure that their expansion could be funded as well.

## Recommendation

Staff recommends that the Library Commission review the funds available to support the requested expansion of project scope for the Parkside Branch Library in relation to the outcome of the State Proposition 14 grant for the Richmond Branch Library expansion and renovation. Staff has prepared scenarios, discussed in detail in the Bond Program Budget Review, which indicate that the Parkside Branch Library expansion could be funded if the Richmond project is approved by the State.

In order to respond to the community's expansion requests, the original schedule for the Parkside Branch can no longer be met. Originally, the Parkside Branch Library was scheduled to reopen before West Portal closed. If the Commission decides to wait for a determination on the Richmond Branch Library grant application before beginning Parkside Branch Library design work, Parkside and West Portal will be closed at the same time. Therefore, we recommend West Portal design be accelerated as much as possible and Parkside construction be delayed until after West Portal re-opens. (See attached schedule)

Attachments:

- Conceptual Plan Studies dated May 17, 2003
- Needs Assessment & User Survey Findings
- Branch Library Program Summary Schedules Parkside Branch Expansion Option

*San Francisco Public Library*

# Parkside Branch Library

## *Required Architectural Improvements*

The citizens of San Francisco overwhelming passed a ballot measure in November 2000 that created the Branch Library Improvement Program. The ballot measure provided for bond funds to renovate 19 branch libraries to make them seismically safe, meet requirements of accessibility as provided in the Americans with Disabilities Act, and upgrade the electrical and telecommunications systems to insure the successful delivery of library services.

## *Needs Assessment – Preliminary Findings*

Based on the information gathered from a community survey, a community meeting, current usage of branch and community demographics, the following service responses, in alphabetical order, are recommended as the service emphasis for the Parkside Branch Library: (Details regarding the survey and the community meeting are below and on the back of this page.)

> **Current Topics and Titles** – A library that provides CURRENT TOPICS & TITLES helps to fulfill community residents' appetite for information about popular culture and social trends and their desire for satisfying recreational experiences.
>
> **General Information** – A library that offers GENERAL INFORMATION helps meet the need for information and answers to questions on a broad array of topics related to work, school, and personal life.
>
> **Lifelong Learning** – A library that provides LIFELONG LEARNING service helps address the desire for self-directed personal growth and development opportunities.

These service responses do not limit the age of the audience for whom services can or should be provided. Each service response can be implemented to meet the unique needs of children, teens, adults and seniors. According to the 2000 U.S. Census, 13.2% of community residents are children under the age of 14. Teens (ages 14 - 18) are 5.1% of the population. Adults (ages of 19 - 64) constitute 63.2%, while seniors age 65 and older are 18.7% of the Parkside community.

The service responses are also not limited to only one type of materials. The branch staff can, and will, provide books, audio-visual materials and electronic resources. Materials will be provided in English and Chinese. English is spoken at home by 44% of community residents over the age of 4, and Chinese is spoken at home by 36% community residents over the age of 4.

## *User Survey*

During October 2002, library users who visited the Parkside Branch were asked to participate in a brief survey. The survey posed questions on four topics:

1. The types of services the respondents used
2. The relative importance of those services
3. The types of renovations the respondent wanted to see occur at the branch
4. The service improvements that the respondent wanted to see made.

Six hundred and eleven (611) completed surveys were returned and tabulated. Key findings in the survey were as follows:

- More than three fourths (75.4%) of the respondents visited the library once or more every month. Almost two thirds (64.6%) of the respondents visited the library every week.
- More than half (60.2%) of the respondents indicated that they came to the library to check our books.
- Almost one half (44.1%) of the respondents indicated that they came to the library to "read or study."
- More than three quarters (75.8%) of the respondents indicated a quiet reading area was very important or moderately important to them.
- Almost three quarters (73.6%) of the respondents indicated that having comfortable chairs was very important or moderately important to them.
- More than two thirds (67.3%) of the respondents indicated that magazines and newspapers were very important or moderately important to them
- Almost two thirds (65.2%) of the respondents indicated that a larger area for children was very important or moderately important to them.
- Almost two thirds (64.2%) of the respondents indicated that books and magazines for adult were very important or moderately important to them.
- Almost two thirds (63.9%) of the respondents indicated that a larger area for adults was very important or moderately important to them.
- Almost two thirds (61.9%) of the respondents indicated that a larger area for teens was very important or moderately important to them.
- Almost two thirds (61.9%) of the respondents indicated that having access to computers for Internet access.
- More than half (56.8%) of the respondents indicated that books and magazines for children were very important or moderately important to them.
- Half of the respondents (50.1%) of the respondents indicated that books and magazines for teens were very important or moderately important to them.
- Almost half (46.9%) of the respondents indicated that books on tape or books on CD were very important or moderately important to them.
- Almost half (46.6%) of the respondents indicated that books in languages other than English were very important or moderately important to them.

### *Community Meeting – September 28, 2002*

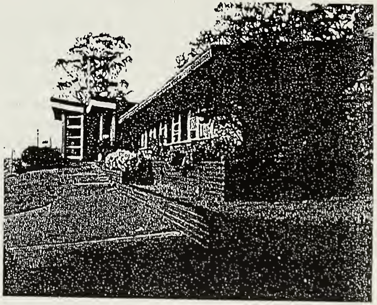
At a community meeting on September 28, 2002, participants were asked their opinions of the Parkside Branch library building and the services the branch does or could provide.

Participants in that session indicated they liked the friendly staff, the programs offered for children, and the various types of materials such as books, books on tape, videos, DVDs and books in Chinese that were in the collection. They indicated they wanted more books and programs for adults and for children. They wanted more computers, comfortable seating and quiet study areas.

Participants indicated that the library was too crowded and that the library should be expanded. The natural light and view into the park were mentioned as features that should be preserved if the library were to be expanded. Some participants thought the patio should be preserved, while others indicated that space should be considered for expansion.

# SAN FRANCISCO PUBLIC LIBRARY
# PARKSIDE BRANCH LIBRARY

CONCEPTUAL PLAN STUDIES
May 17, 2003



THOMAS HACKER
ARCHITECTS INC.

## Project Team

### Owner

San Francisco Public Library
100 Larkin Street
San Francisco, CA 94102-4733

### Architect

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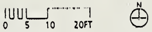
### Index to Sheets

- Current Plan with Existing Shelving Layout
- Remodel
- Expansion (no Program Room)
- Expansion with Program Room

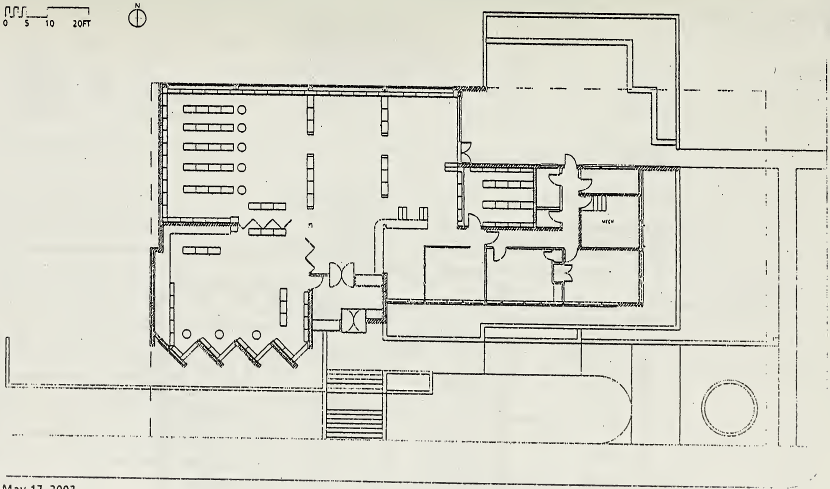
### Graphic Key

| | |
|---|---|
| Shear / Concrete walls | ▨ |
| New Walls | ▭ |
| Property Line | ▭ |



# Key and Index

THOMAS HACKER
ARCHITECTS INC.



May 17, 2003

| Net Area (SF) | |
|---|---|
| Public Areas | 3,697 |
| Program Room | N/A |
| Work Areas | 609 |
| Staff Room | 232 |
| Total | 4,538 |

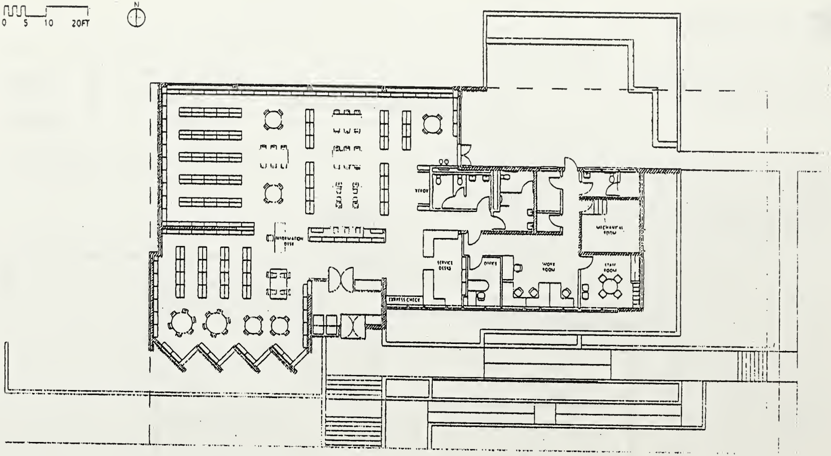
| Gross Areas (SF) | |
|---|---|
| Original Building | 5,890 |
| Addition | N/A |
| Total | 5,890 |
| Ratio | 0.77 |

Key Points

. Shelving shown includes paperback "spinners". Book bins not shown.

## Current Plan with Existing Shelving Layout

THOMAS HACKER
ARCHITECTS INC.


0 5 10 20FT
N
INFORMATION DESK
SERVICE DESKS
EXPRESS CHECK
OFFICE
WORK ROOM
MECHANICAL ROOM
STAFF ROOM

May 17, 2003

| Net Area (SF) |  |
|---|---|
| Public Areas | 3,566 |
| Program Room | N/A |
| Work Areas | 629 |
| Staff Room | 174 |
| Total | 4,369 |

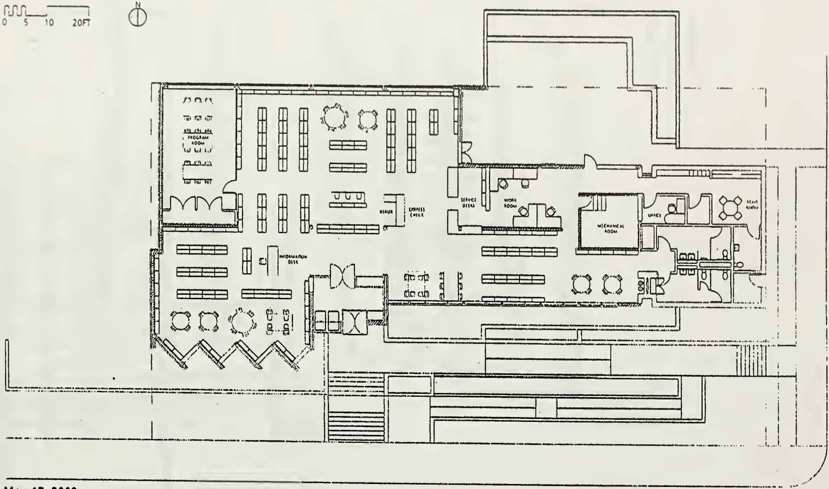
| Gross Areas (SF) |  |
|---|---|
| Original Building | 5,890 |
| Addition | N/A |
| Total | 5,890 |
| Ratio | 0.74 |

Key Points

Large Circulation Desk
Entry to Restrooms exposed
Re-do ramp to East for compliance
Approximately 400 LF of programed shelving not included (this represents approximately 3500 volumes).
Accommodates all seating requirements.
No program room or private office.
Fits current budget and schedule.

## Remodel

THOMAS HACKER
ARCHITECTS INC


0 5 10 20FT
N
PROGRAM ROOM
INFORMATION DESK
REALIA
EXPRESS CHECK
SERVICE DESKS
WORK ROOM
MECHANICAL ROOM
OFFICE
STAFF ROOM

May 17, 2003

| Net Area (SF) | |
|---|---|
| Public Areas | 3,892 |
| Program Room | 554 |
| Work Areas | 541 |
| Staff Room | 155 |
| Total | 5,142 |

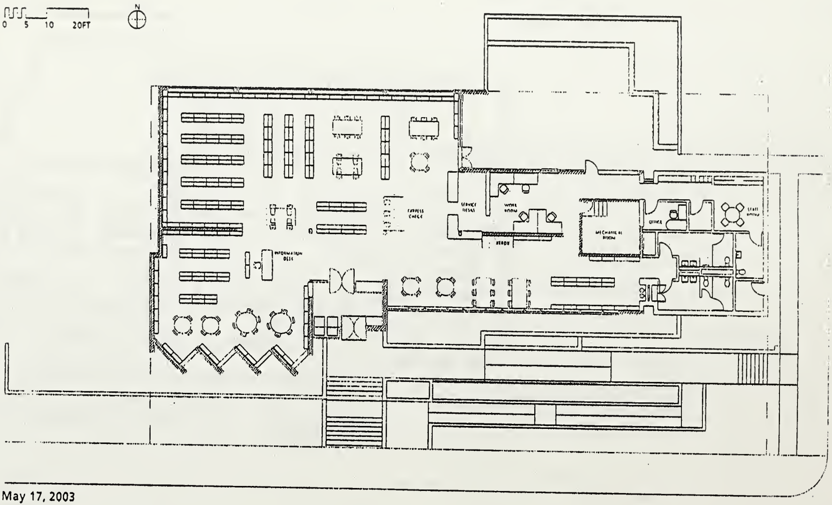
| Gross Areas (SF) | |
|---|---|
| Original Building | 5,890 |
| Addition | 985 |
| Total | 6,875 |
| Ratio | 0.75 |

Key Points

- . Addition to East.
- . Re-do ramp to East for compliance
- . Major shear wall affected.
- . Includes program room.
- . Accommodates entire collection and seating requirement.
- . Private entry to restrooms.
- . Increased cost / schedule.

## Expansion with Program Room

THOMAS HACKER
ARCHITECTS INC.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5
10
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N
EXPRESS CHECK
SERVICE DESKS
WORK ROOM
MECHANICAL ROOM
OFFICE
STAFF ROOM
INFORMATION DESK

May 17, 2003

| Net Area (SF) | |
|---|---|
| Public Areas | 4,440 |
| Program Room | N/A |
| Work Areas | 549 |
| Staff Room | 155 |
| Total | 5,144 |

| Gross Areas (SF) | |
|---|---|
| Original Building | 5,890 |
| Addition | 985 |
| Total | 6,875 |
| Ratio | 0.75 |

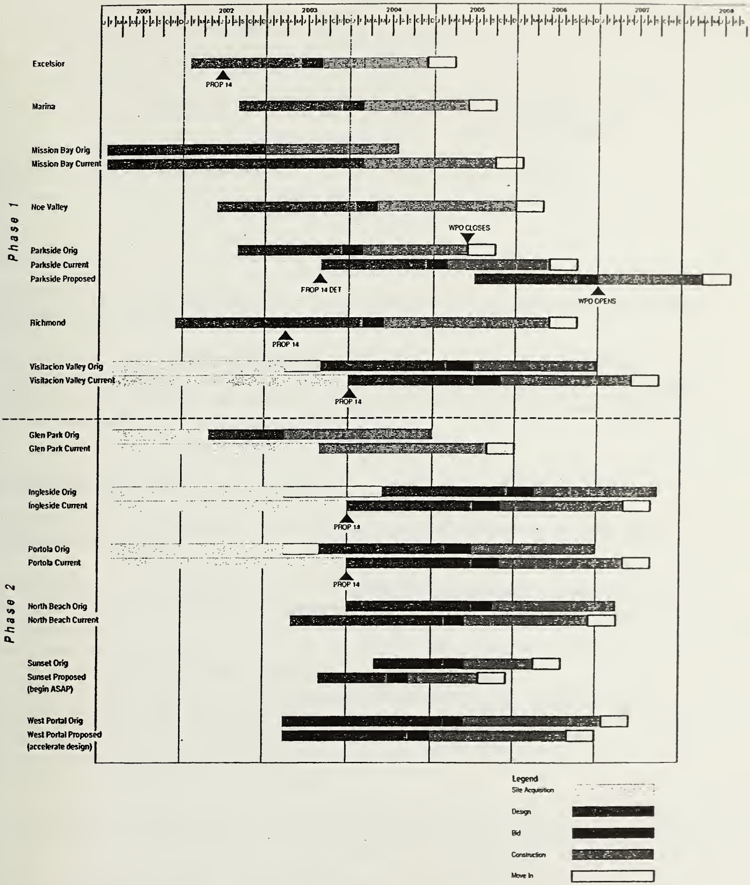
Key Points

Addition at east side of existing building.
. Re-do ramp to east for code compliance
. Major shear wall affected
. Does not include program room
. Accommodates entire collection and seating requirements.
. Private entry to restrooms
Increased cost / schedule

## Expansion (no program room)

THOMAS HACKER
ARCHITECTS INC.

# Branch Library Program Summary Schedules



*San Francisco Public Library*

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TO: Library Commission

FROM: Paul Underwood
Deputy City Librarian

SUBJECT: Facilities Maintenance Plan

DATE: June 23, 2003

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## Background

The Commission requested staff to develop a long term facility maintenance plan and bring that plan to the Commission for discussion.

There is substantial initial dollar investment in the construction and/or renovation of all library facilities. It is fiscally prudent to establish and fund an ongoing cycle of maintenance to these facilities in order to both protect the City's investment and to maintain a welcoming and safe environment for library users and staff.

## Facilities Maintenance Plan

The schedule for facilities maintenance (attached) presents cycles of maintenance for the 28 library facilities owned by the Library.

Maintenance has not been included for new and/or renovated facilities until after the completion of work on the facility and it has reopened. Maintenance cycles then begin in regularly scheduled sequence as follows:

- Roof inspection every two years
- HVAC inspection, repair and modifications every five years, as necessary
- Irrigation and landscaping review, repair and modifications every five years, as necessary
- Roof repair/replacement every ten years, as necessary
- Carpet/flooring replacement every ten years
- Interior paint every ten years, or as necessary
- Exterior paint every ten years, or as necessary

Mission, Oceanview and Chinatown branches are on cycles of maintenance already, since they opened prior to the start date of the maintenance plan which begins with fiscal year 2004/2005.

Main Library maintenance is ongoing due to the complexities and size of the building.

The Support Services Center was significantly upgraded in 2000, including seismic, ADA, echnological and physical design improvements.

## Recommendation

Staff recommends that the Library Commission support the Facilities Maintenance Plan by approval of funds in the annual budget process beginning with 2004/2005 to enable the completion of inspections, repairs and replacements as deemed necessary in order to both protect the City's investment and to maintain a welcoming and safe environment for library users and staff.

# FACILITIES MAINTENANCE PLAN

## 2004/2005 – 2019/2020

| Project | 04/05 | 05/06 | 06/07 | 07/08 | 08/09 | 09/10 | 10/11 | 11/12 | 12/13 | 13/14 | 14/15 | 15/16 | 16/17 | 17/18 | 18/19 | 19/20 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | | | | | | | | |
| **Anza** | | | | | | | RI | | RI | IL, HV | RI | | RI | | C,R,PE,PI | |
| **Bayview** | | | | | | | | RI | | RI | IL, HV | RI | | RI | | C,R,PE,PI |
| **Bernal** | | | | | | | RI | | RI | IL, HV | RI | | RI | | C,R,PE,PI | |
| **Chinatown** | | | R,PE,PI,HV | IL | RI | | RI | | RI | C | RI | | R,PE,PI,HV | IL | RI | |
| **Eureka** | | | | | RI | | RI | | RI | | RI | | C,R,PE,PI | | RI | |
| **Excelsior** | | | RI | | RI | IL, HV | RI | | RI | | C,R,PE,PI | | RI | | RI | |
| **Glen Park** | | | | RI | | RI | HV | RI | | RI | | C,R,PE,PI | | RI | | RI |
| **Golden Gate** | | | | | | | RI | | RI | IL, HV | RI | | RI | | C,R,PE,PI | |
| **Ingleside** | | | | | | RI | | RI | IL, HV | RI | | RI | | C,R,PE,PI | | RI |
| **Main** | ongoing | → | → | → | → | → | → | → | → | → | → | → | → | → | → | → |
| **Marina** | | | | RI | | RI | IL, HV | RI | | RI | | C,R,PE,PI | | RI | | RI |
| **Merced** | | | | | | | | RI | | RI | IL, HV | RI | | RI | | C,R,PE,PI |
| **Mission** | | RI | | C,R,PE,PI | | RI | | RI | IL, HV | RI | | RI | | C,R,PE,PI | | RI |
| **Mission Bay** | | | | RI | | RI | IL, HV | RI | | RI | | C,R,PE,PI | | RI | | RI |
| **Noe Valley** | | | | | RI | | RI | IL, HV | RI | | RI | | C,R,PE,PI | | RI | |
| **North Beach** | | | | | | RI | | RI | IL, HV | RI | | RI | | C,R,PE,PI | | RI |
| **Ocean View** | HV | RI | | RI | | C,R,PE,PI | | RI | | RI | IL, HV | RI | | RI | | C,R,PE,PI |
| **Ortega** | | | | | | RI | | RI | IL, HV | RI | | RI | | C,R,PE,PI | | RI |
| **Park** | | | | | | | | RI | | RI | IL, HV | RI | | RI | | C,R,PE,PI |
| **Parkside** | | | | RI | | RI | IL, HV | RI | | RI | | C,R,PE,PI | | RI | | RI |
| **Portola** | | | | | | RI | | RI | IL, HV | RI | | RI | | C,R,PE,PI | | RI |
| **Potrero** | | | | | | | | | | IL, HV | | | | | C,R,PE,PI | |
| **Presidio** | | | | | | | | RI | | RI | IL, HV | RI | | RI | | C,R,PE,PI |
| **Richmond** | | | | | RI | | RI | IL, HV | RI | | RI | | C,R,PE,PI | | RI | |
| **Sunset** | | | | | RI | | RI | IL, HV | RI | | RI | | C,R,PE,PI | | RI | |
| **Support Ser** | | RI | | RI | HV | RI | | RI | | C,R,PE,PI | | RI | | RI | IL,HV | RI |
| **Visitacion** | | | | | | RI | | RI | IL, HV | RI | | RI | | C,R,PE,PI | | RI |
| **West Portal** | | | | | RI | | RI | IL, HV | RI | | RI | | C,R,PE,PI | | RI | |
| **Western Ad** | | | | | RI | | RI | IL, HV | RI | | RI | | C,R,PE,PI | | RI | |
| **Project** | **04/05** | **05/06** | **06/07** | **07/08** | **08/09** | **09/10** | **10/11** | **11/12** | **12/13** | **13/14** | **14/15** | **15/16** | **16/17** | **17/18** | **18/19** | **19/20** |

Key:
C = Carpet/flooring replacement [10 year cycle]
HV = HVAC [5 year cycle]
L = Irrigation/Landscaping [5 year cycle]
PE = Paint – Exterior [10 year cycle]
PI = Paint – Interior [10 year cycle]
R = Roof repair/replacement [10 year cycle]
RI = Roof Inspection [2 year cycle]

City Librarian's Report – June 5, 2003

Library Budget – The Mayor has released his proposed 2003/04 budget including the Library budget at $54.8 million.

The Main Library will be closed on Sunday, June 29th due to Gay Pride Parade activities in Civic Center.

Paul Underwood and Shellie Cocking updated the Commission on the Urban Libraries Council Executive Leadership collection development project.

A team of staff members attended the Imagine It conference sponsored by the California State Library at the Cerritos Public Library.

Friends & Foundation 2003/04 allocations for the Library were announced and totaled. $589,429.

Signage plans for the Small Business Center acknowledging the Fuhrman Fund contribution were announced.

The Library's redistribution program received a Certificate of Appreciation and was celebrated in a concert by Kundirana, from the Philippines.

Exhibit highlights for June include Kalligraphia Ten, an Exhibition by the Members of the Friends of Calligraphy, June 1 – July 31, Skylight Gallery; Awakening from the California Dream, June 2 – July 28, Jewett Gallery; and Min-Sok, Korean Heritage in San Francisco, June 14 – August 21, International Center.

The San Francisco Public Library presents

## *First Lady of California*
# Sharon Davis

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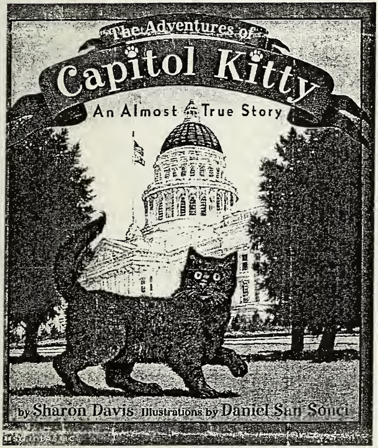
*signs* The Adventures of Capitol Kitty


The Adventures of
Capitol Kitty
An Almost True Story
by Sharon Davis Illustrations by Daniel San Souci

California First Lady Sharon Davis will sign copies of her first children's book, *The Adventures of Capitol Kitty*. All author proceeds will benefit the Governor's Book Fund (literacynet.org/govfund/), which provides grants for books for California school libraries.

*Booksigning & Reception*
Thursday, June 5, 2003
5:00 – 7:00 p.m.
Fisher Children's Center, Main Library, 2nd Floor

All programs at the Library are free.
*Sponsored by the Friends & Foundation of the San Francisco Public Library*

*San Francisco Public Library*

0512-015

Main Library 100 Larkin Street (at Grove) 415.557.4277 www.sfpl.org

**Memorandum** *San Francisco Public Library*

100 Larkin Street, San Francisco, CA 94102

To: Library Commission
From: Susan Hildreth, City Librarian
Re: Recommendation to Mayor and Board of Supervisors to approve purchase of 380 Bacon St (a portion of the Martin Luther King, Jr., Middle School site) for Portola Branch Library
Date May 31, 2003

I am very pleased to bring this recommendation to the Library Commission for the purchase of 380 Bacon St. as the site for the Portola Branch Library. I would like to recap the history of this site acquisition process for your information.

| | |
|---|---|
| • August 7, 2001 | Library Commission authorized Real Estate to investigate 4 possible sites for the Portola Branch, including this site |
| • May 16, 2002 | Library Commission authorized Real Estate to enter into negotiations for the Bacon St. site, with the Boys and Girls Club on San Bruno Ave. as a back-up site |
| • November 12, 2002 | San Francisco Unified School District Board agreed to sell the property to the City and authorized the Superintendent to complete the transaction |
| • January 16, 2003 | Library Commission approved a resolution urging the Board of Supervisors to approve a joint-use cooperative agreement with the City and the San Francisco Unified School District |

Staff is recommending that the Commission approve the attached resolution urging the Board of Supervisors to approve the purchase of 380 Bacon St. as the site of the Portola Branch Library. This site is an excellent location and is supported by the community.

The site purchase price of $1,287,000 is within the project budget. The Portola Branch was one of the projects that was included in the architectural competition held earlier this year. The firm selected from the competition to design the Portola Branch Library is the joint venture of Stoner Meek/Noll & Tam; and the contract is currently being negotiated. Please see the attached project budget chart and information sheet.

Also attached is a term sheet that outlines the key points of the purchase and sale agreement. The complete document is available for review in the Office of the Commission Secretary.

Staff is preparing an application for Proposition 14 funds for this highly competitive project to be submitted to the California State Library in January 2004.
Attachments

# SAN FRANCISCO LIBRARY COMMISSION

## RESOLUTION NO. 4-03

### RESOLUTION ENDORSING ACQUISITION OF REAL PROPERTY LOCATED AT 380 BACON STREET FOR THE PORTOLA BRANCH LIBRARY AND URGING BOARD OF SUPERVISORS AND MAYOR TO APPROVE PURCHASE AND SALE DOCUMENTS

WHEREAS, On November 7, 2000, the voters of the City and County of San Francisco passed Proposition A, "Branch Library Facilities Improvement Bonds, 2000" for general obligation bonds in the amount of $105,865,000 for the acquisition, renovation and construction of branch libraries and other library facilities; and

WHEREAS, One priority of the Branch Library Facilities Improvement Bonds is to relocate the four branch libraries located in rented facilities into facilities owned by the City; and

WHEREAS, The Portola Branch Library presently is housed in a facility rented by the City at 2450-60 San Bruno Avenue that is inadequate to meet the long term needs of the neighborhood it is intended to serve; and

WHEREAS, At meetings of the San Francisco Public Library Commission ("Library Commission") held August 7, 2001 and May 16, 2002, the Library Commission authorized the City Librarian and the Department of Administrative Services, Real Estate Division, to investigate, with the intent to purchase as a library site, property owned by the San Francisco Unified School District adjacent to the Martin Luther King Middle School (the "Property"), which is an approximately 8,800 square foot (110' X 80') parcel of land, with an anticipated street address of 380 Bacon Street; and

WHEREAS, The Department of Administrative Services, Real Estate Division, on behalf of the Library Commission and the City, has negotiated the

form of an agreement to purchase the Property (the "Purchase Agreement") for One Million Two Hundred Eighty Seven Thousand Dollars ($1,287,000), subject to the conditions described in the Purchase Agreement, and a subordinated purchase option in favor of the seller (the "Subordinated Purchase Option")(Purchase Agreement and Subordinated Purchase Option together referred to as the "Purchase Documents"), copies of which are on file with the Library Commission; and

WHEREAS, The Purchase Documents are subject to the prior approval of the Board of Supervisors and Mayor, and all planning and environmental review pursuant to the San Francisco General Plan, Section 101.1 of the Planning Code, and the California Environmental Quality Act (CEQA) required for the City to purchase the Property shall be completed prior to submission of the Purchase Documents to the Board of Supervisors and Mayor for approval; now, therefore, be it

RESOLVED, That the Library Commission endorses the purchase of the Property on the terms and conditions set forth in the Purchase Documents and, subject to completion of all required environmental review and governmental approvals pursuant to the San Francisco General Plan, Section 101.1 of the Planning Code, and the California Environmental Quality Act (CEQA), urges the City's Board of Supervisors and Mayor to approve the Purchase Documents; and be it

FURTHER RESOLVED, That the Library Commission authorizes the City Librarian and the Director of Property to enter into any additions, amendments or other modifications to the Purchase Documents that they determine are in the best interests of the City, do not materially decrease the benefits to the City, and do not materially increase the obligations or liabilities of the City, such

determination to be conclusively evidenced by the execution and delivery of any such additions, amendments, or other modifications; and be it

FURTHER RESOLVED, That, should the Board of Supervisors and Mayor approve the Purchase Documents, the Library Commission authorizes the City Librarian and the Director of Property to take all steps necessary to execute, deliver and perform all of the City's obligations under the Purchase Documents in accordance with their terms, and to acquire the Property; and be it

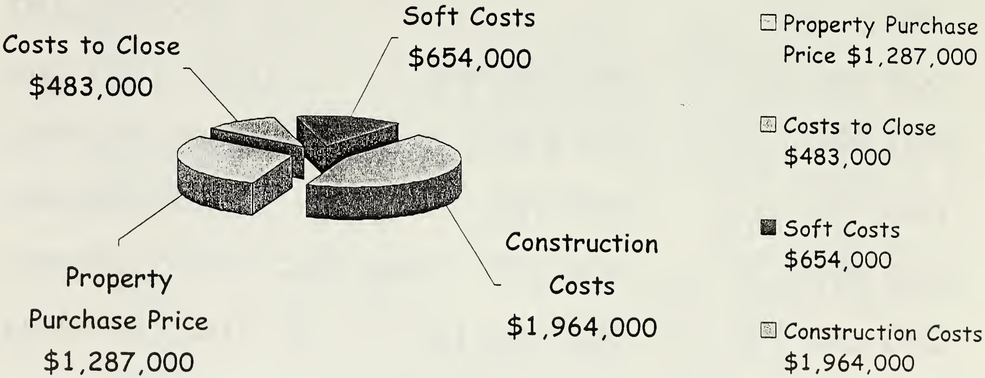
FURTHER RESOLVED, That, should the Board of Supervisors and Mayor approve the Purchase Documents, the Library Commission authorizes the City Librarian and the Director of Property to take all steps that are necessary or advisable to complete the transaction contemplated in the Purchase Documents, to effectuate the purpose and intent of this Resolution, and that do not materially increase the obligations or liabilities of the City; and be it

FURTHER RESOLVED, That all actions previously taken by any City and County of San Francisco official in connection with the Purchase Documents are hereby ratified, approved and confirmed by the Library Commission.

Approved on June 5, 2003

______________________________
Commission Secretary

# Portola Purchase



Purchase price is per Letter of Intent.

Construction Costs budgeted are for new construction. Furniture & moveable equipment is not included.

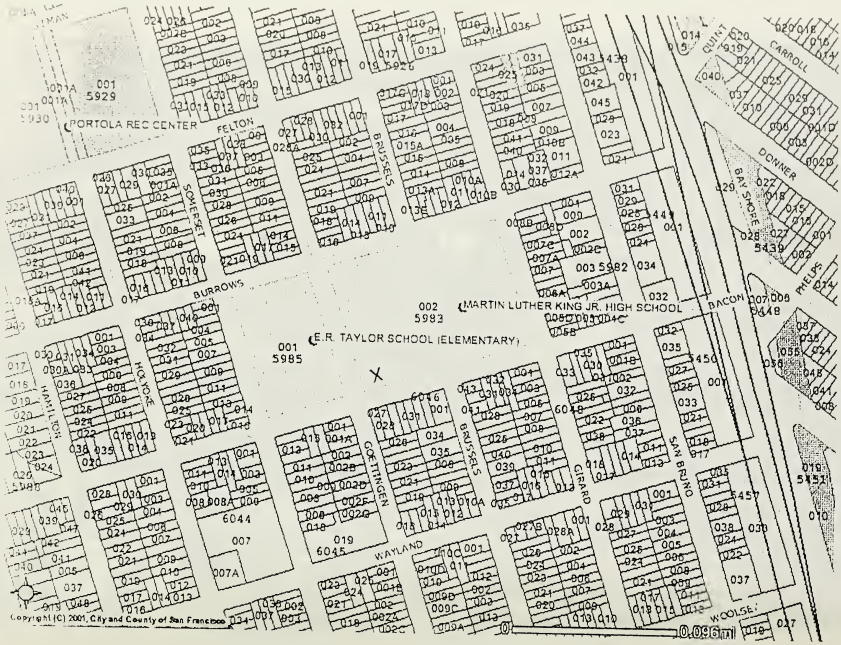
Soft costs include all professional services & permit fees associated with the new construction project.

Closing costs include City Attorney, Title Insurance, Escrow costs, Alta survey, environmental study, appraisal, CEQA and General Plan Referral. Closing costs also include site preparation, demolition and utility connection fees.

Moving costs, Public Art & Real Estate Department are provided for elsewhere.

# Portola Purchase

| | Original Budget | Proposed |
|---|---|---|
| Property Costs | $1,125,000 | $1,287,000 |
| Closing Costs & Site Prep | 645,000 | 483,000 |
| Design Costs | 654,000 | 654,000 |
| Construction Costs | 1,964,000 | 1,964,000 |
| PROJECT COST | $4,388,000 | $4,388,000 |
| DIFFERENCE | | $0 |
| | | |
| PROPERTY SIZE | 7,500 SF | 8,800 SF |


PORTOLA REC CENTER
001
5929
5930
FELTON
SOMERSET
BRUSSELS
BURROWS
HOLYOKE
HAMILTON
GOETTINGEN
WAYLAND
GIRARD
SAN BRUNO
BACON
WOOLSEY
BAY SHORE
DONNER
CARROLL
QUINT
PHELPS
MARTIN LUTHER KING JR. HIGH SCHOOL
002
5983
E.R. TAYLOR SCHOOL (ELEMENTARY)
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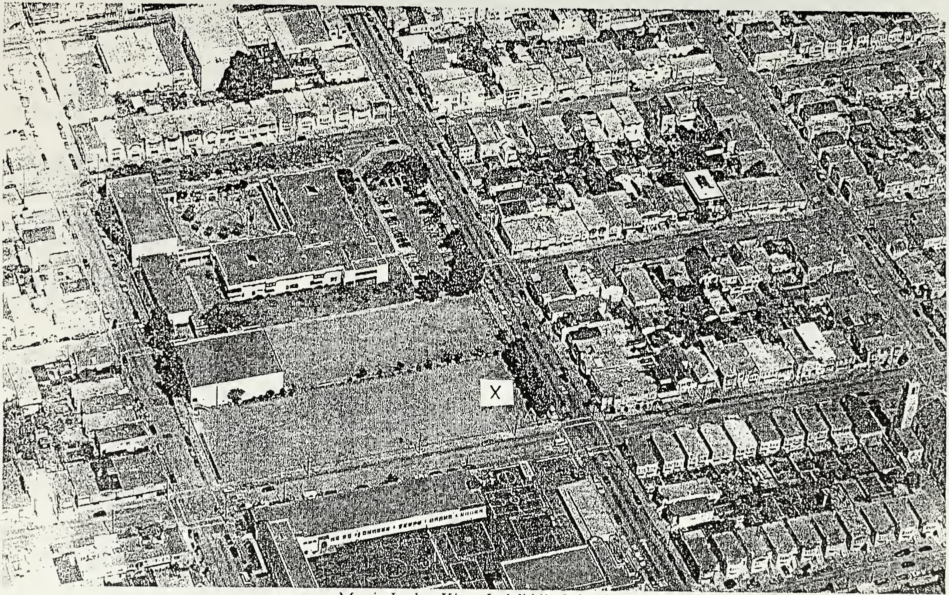
Copyright (C) 2001, City and County of San Francisco



Martin Luther King, Jr. Middle School
Looking East

## Portola Branch Library

## Summary of Terms
## 380 Bacon Street
(a portion of the Martin Luther King, Jr. Middle School)

1. Seller: San Francisco Unified School District.

2. Property: Approximately 8,800 square feet of land, located at 380 Bacon Street (NE corner of Bacon and Goettingen Streets). The subject site is approximately 110 ft (along Bacon Street) and approx 80 ft (along Goettingen Street) at the Southwest corner of Block 5983, Lot 2. 380 Bacon St. is currently an under utilized portion of the Martin Luther King, Jr. Middle School, and the Property will be subdivided from the larger parcel.

3. Purchase Price: One Million Two Hundred Eighty-Seven Thousand Dollars ($1,287,000). The purchase price equates to approximately $146 psf and was established by third party appraisal.

4. Due Diligence Period. The City has sixty (60) days following the date of Board of Supervisor approval to investigate all matters pertaining to the property, and to perform all standard real estate due diligence. The City has the ability to not close the transaction if it discovers a problem with the property during this due diligence period.

5. "As Is" Purchase. After City's acceptance of investigations during the Due Diligence Period, City agrees to purchase the property "AS IS" with all faults. City will waive the right to seek any recovery from Seller.

6. Title : City will be subdividing the Property from a larger SFUSD parcel. Seller will quitclaim any of its right and title to the land at the close of escrow. The City's obligation to purchase is conditional upon receipt of title insurance from Chicago Title company in a form approved by the City and District's obligation to sell is conditioned upon a Subordinated Option in favor of Seller (described in Section 8, below)..

7. Closing. The Closing will occur on the date that is 20 business days after the expiration of the Due Diligence period (approximately ninety (90) days after the effective date of a resolution of the Board of Supervisors approving the purchase agreement), or on such earlier date as the City and Seller may mutually agree.

8. Repurchase Option. The City agrees to grant the District a Subordinated Option to repurchase the Property at the then Fair Market Value. Such option is fully subject to the State of California's review and approval (or modification). Such Subordinated Option may be exercised by the District in the event City either (i) takes action to sell the Property or (ii) ceases to use the Property for a library and related purposes for 3 years and fails to cure (or commence to cure) within the 1-year notice period. The period for cure is to be extended by events of force majeure (damage and other events out of City's control). The option lasts for 90 years provided there is a school on the remainder of the site. The option shall be subordinate to all financing instruments, now or in the future, and subject to operating leases.

9. Closing Costs. The City shall pay the premium for its title insurance, and one-half of the escrow and recording fees. The City shall also receive a credit at Close in the amount of $2,600 (½ of the appraisal fee used to establish the Purchase Price). The Seller pays one-half of the escrow and recording fees. Other costs and charges, if any, are allocated in accordance with the closing customs for San Francisco County, as determined by the Title Company.

10. Indemnity. City makes a number of representations and warranties as to its obligation to investigate the condition of the property. The City also indemnifies the District against any losses resulting from any entry onto the Property.

SAN FRANCISCO UNIFIED SCHOOL DISTRICT
San Francisco, California

## SUBJECT:

The Sale of a Portion of the Southeast Corner of the Dr. Martin Luther King, Jr. Academic Middle School's Playground to the City and County of San Francisco for the Construction of a City Library.

## REQUESTED ACTION:

That the Board of Education authorizes the Superintendent of Schools or her designee, the Director of Real Estate, to negotiate and enter into an *Agreement of Sale* to the City and County of San Francisco, for a parcel of land, to be subdivided, which is located in the southeast corner of the playground of the Dr. Martin Luther King, Jr., Academic Middle School. The parcel would be used for the construction of a City owned public library. The sale price of the parcel to be $1,287,000 as determined by an independent "fair market" appraisal dated September 2002.

## BACKGROUND:

The City and County of San Francisco have proposed a plan to purchase from the District a portion of the playground at Martin Luther King Middle School, for the construction of a public library. The library would provide a great benefit to the District through the provision of programs and resources for schoolchildren and teachers of Martin Luther King Middle School and E.R. Taylor Elementary School and the surrounding community.

Library staff and staff from both Martin Luther King and E.R. Taylor Elementary school's have developed a joint use cooperative agreement that is required by the State Library. This agreement focuses on the implementation of a family literacy center and a homework center at the branch library and must be approved by the Library and the School District Board. Although there is in-kind support required in this agreement, there is no direct fiscal impact for the District.

The City's Department of Real Estate will survey the parcel and prepare the necessary information for subdivision. Upon completion of the sale, the Library and the District will develop a project team to determine how impacts of project development and construction can be mitigated at the school site. The City Attorney would draft the purchase and sale agreement for the transaction.

Although the District has expressed an interest in retaining a reversionary interest in the property, such an interest will impact the eligibility of the project for State funding. In order to receive State funding, the City must show marketable record title of the proposed site and the commitment to operate the facility as a public library for a minimum of forty years.

The project has been discussed three times before the full board and/or its Building & Grounds subcommittee; twice in a meeting of the Joint Board of Supervisors/Board of Education; and, at several community meetings, where it received support. The Principals of Martin Luther King Middle School and E.R. Taylor Elementary School have expressed strong support for this project.

| | |
|---|---|
| bmitted by: | Approved by: |
| Philip M. Smith | Tony Irons |
| Director of Real Estate | Chief Operating Officer |

`Agenda Item: 3i. (211-12W9)`

# SAN FRANCISCO LIBRARY COMMISSION

## RESOLUTION NO. 1/03

RESOLUTION FOR JOINT USE COOPERATIVE AGREEMENT BETWEEN THE SAN FRANCISCO PUBLIC LIBRARY (PORTOLA BRANCH LIBRARY) AND THE SAN FRANCISCO UNIFIED SCHOOL DISTRICT (MARTIN LUTHER KING, JR., ACADEMIC MIDDLE SCHOOL AND E.R. TAYLOR ELEMENTARY SCHOOL)

WHEREAS, on March 7, 2000, the voters of California passed Proposition 14, "California Reading and Literacy Improvement and Public Library Construction and Renovation Bond Act of 2000" approving general obligation bonds in the amount of $350,000,000 for the construction and renovation of local library facilities; and

WHEREAS, Proposition 14 requires that the state give first priority in funding for new library facilities to libraries that enter into specified types of joint use cooperative agreements with school districts; and

WHEREAS, on November 7, 2000, the voters of the City and County of San Francisco passed Proposition A, "Branch Library Facilities Improvement Bonds, 2000" approving general obligation bonds in the amount of $105,865,000 to fund the Branch Library Renovation Project which will replace or renovate 19 branch libraries, construct four new branches to replace those in leased facilities and a new library facility in Mission Bay, and acquire a new facility for library technical services; and

WHEREAS, the Capital Improvements Advisory Committee reduced Proposition A by $10,000, 000 in anticipation that the Library would receive Proposition 14 grants in at least that amount; and

WHEREAS, one Branch Library Improvement Program project is a new Portola Branch Library to be built on property adjacent to the Martin Luther King, Jr. Academic Middle School; and

WHEREAS, the San Francisco Public Library and the San Francisco Unified School District desire to enter into a joint use cooperative agreement satisfying the criteria for first priority funding from Proposition 14 for the new Portola Branch Library to provide needed services to the communities served by the E.R. Taylor Elementary School and the Martin Luther King, Jr. Academic Middle School as more particularly described in the Joint Use Cooperative Agreement by and between San Francisco Public Library and the San Francisco Unified School District dated ______, ("Agreement") on file with the Library Commission;

WHEREAS, the Agreement will improve the Library's competitive advantage in obtaining Proposition 14 funding while enhancing the Library's ability to meet the documented needs of the community to be served by the new Portola Branch Library; and

WHEREAS, the Library's obligations under the Agreement are conditioned upon the Library receiving Proposition 14 funding; and

WHEREAS, San Francisco Charter Section 9.118. requires the Board of Supervisors to approve the Agreement; now, therefore, be it

RESOLVED, that the Library Commission endorses and approves the Agreement; and urges the Board of Supervisors to approve the Agreement.

**As approved January 16, 2003.**

**Commission Secretary**

*San Francisco Public Library*
100 Larkin Street, San Francisco, CA 94102

**Memorandum**

To: Library Commission
From: Susan Hildreth, City Librarian SH
Re: Portola Branch Library Site Selection
Date: May 16, 2002

Staff is recommending that the Commission approve the Martin Luther King School site and the Boys and Girls Club site as preferred sites for the new Portola Branch Library. Staff also recommends that the Commission direct the City's Real Estate Division to enter into purchase negotiations with the San Francisco Unified School District for the Martin Luther King School site and, if those negotiations are not successful by July 1, 2002, proceed with purchase negotiations for the Boy and Girls Club site.

I wanted to recap the history of the Portola Branch site selection process for your information. The new Portola Branch Library is planned as a 6,000 square foot building, which would require a site of at least 8,000 square feet, ideally. Given those parameters, Charlie Dunn, City Real Estate, surveyed the neighborhood for potential sites. The Library held a community meeting on April 5, 2001, in which seven sites were presented for consideration. Although there was not one site that stood out as ideal, the field was narrowed to three sites for consideration, including the current leased location. On August 7, 2001, four sites were presented to the Library Commission for serious consideration, and the Commission authorized Real Estate to pursue information on these four options. The results of that investigation is as follows:

**2450 San Bruno Ave. – Current leased location**
Owner may be willing to sell, but relocation costs for current businesses, other than branch library, would be high; and location, although visible, is at a very dangerous corner with heavy traffic.

**2574 San Bruno Ave. – Boys and Girls Club**
Initially proposed as a partnership with the Library and Boys and Girls Club, owner is now willing to sell building and property for sole use of Library.

**2660-2670 San Bruno Ave. – Round Table Pizza**
Although this site as not been seriously researched, there would be sizeable relocation benefits for current use.

**350 Goettingen – Martin Luther King Middle School site (corner of Bacon and Goettingen)**
This site was suggested to the Library by James Taylor, principal of MLK Middle School, after April 2001 public meeting. Library and Real Estate staff have focused on this site as the best possibility and has invested much time in reviewing this potential sale with San Francisco Unified School District.

A site selection update was presented by myself and Marilyn Thompson at a District 10 community meeting held by Supervisor Maxwell on February 23$^{rd}$ at the MLK Middle School auditorium. An additional public meeting was held on March 6, 2002, at the branch to update the community on the site selection process. There was strong preference for the MLK school site. Also some preferred that the Library remain at the current site and some felt the Boys and Girls Club as a stand-alone library project would be viable.

The site acquisition budget for Portola is $1,770,000. Independent appraisals must be completed for any property that the City purchases. Although Real Estate is in the process of contracting for appraisals, it appears that, based on informal assessment, either recommended property could be obtained within the budgeted cost.

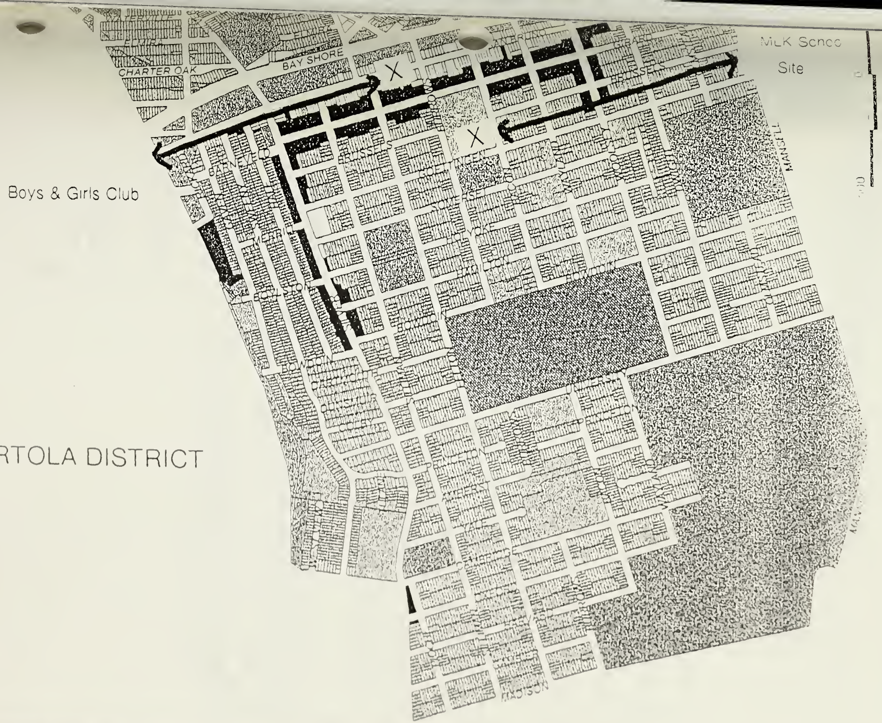
Staff is recommending your serious consideration of two of the sights described above. We believe that the MLK site is the best option and the Boys and Girls Club is also a very good alternative. Here is a summary of key points regarding the sites:

**Martin Luther King Middle School – corner of Bacon and Goettingen**

- Potential cooperative service agreements with neighboring schools would make this project a first priority for Prop 14 funding. We would anticipate a Cycle 2 application (due March 2003) so that purchase and sale agreement must be negotiated immediately.
- Provides for great opportunity for cooperation of branch with three neighboring schools – MLK Middle School, ER Taylor Elementary School and St. Elizabeth's. Branch library would not be a school library, but would complement the activities of the schools.
- Structured as a fair-market sale – City would purchase approximately 8,000 square feet from SFUSD and use for branch library
- Proposal has been discussed positively at the Buildings and Grounds Committee of SFUSD on April 3$^{rd}$ and has been discussed several times before the SFUSD – SF Board of Supervisors joint committee.
- Corner location provides distinct and separate image and space for public library. Adjacent school grounds will be improved.
- Although Library is not required to provide parking, there will be some street parking available at this location.

**Boys and Girls Club – 2574 San Bruno Ave.**

- Location on San Bruno Ave., which is the main commercial street of the Portola district. Highly visible location for branch library.
- Stand-alone project is easier to construct and operate than the initially proposed partnership with Boys and Girls Club.
- No issues regarding possible discomfort of adults visiting public library near school campus.
- Site is 8,120 square feet, which is adequate for current plans but would require additional floors to provide for any significant expansion.
- Very limited street parking on San Bruno.

MLK Schoo
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Dr. Martin Luther King Jr. Academic Middle School

# Digital Library Agenda

## School and public library collaboration

What we have accomplished so far:

- Traditional book talk visits to classes by teen and children's outreach librarians
- Student participation in the preview of new branch architectural designs
- Coolaborative hosting of the city's Poet Laureate for a public reading
- First ever check out of books and issuance of library cards on site at an SF middle school
- First ever "corporate account" for password protected use of the public library databases at the same school site
- Student participation in the survey of thier community's wishes for the new branch library's services
- Two years of week long trainings for six MLK teachers in the mysteries of SFPL's on line databases
- Two years of successful 8th. grade long term research projects
- Design and hosting of two web sites for local branch staff use, including RSS (Rich Site Summary) functionality for school research product updates

In their own words: Some responses to evaluation questions asked of 8th. graders who'd completed an 8 week I-Search research project that required training and use of SFPL's online databases:

1. In the I Search project, what did you learn about using the school and public libraries including online databases, for research?

- Byan_Y - I learned that the databases and the research libraries had one of the most detailed research notes on my topic than any other sources of information.
- Amy_H - I learned that you can actually get a lot of information using the internet and online databases. It is much faster than actually going to a library and looking for a book. By using the internet, you save more time and learn more faster.

**2. In the I Search project, what did you learn about reading difficulty text?**

- Read every paragraph and every line and if you don't understand a paragraph, look up the word and its meaning.
- I learned from reading difficult text is that I should always carry a dictionary with me, ha ha, so I can look up the words that I don't understand. Also I should try to put things in my own words, because if I don't understand the words. How are my readers going to understand them? And then my report is going to sound really bad.

**3. We used SFPL's InfoTrac Kids Edition, InfoTrac and Gale Biographical Resources Center. Some of you explored other online databases as well. How did these databases help you in your research?**

- Jay F - They really helped me alot. For the Gale Biographical Resources Center, I get to learn more about Matt Groening. Inside his biography, there were answers [to] ... my questions. Very interesting how he made connections between the cartoon and himself.
- Byan_Y - The online databases from SFPL really helped a lot because I found alot of sources and alot of interesting text about my topic.
- Dominique_E - They helped great. I used the infoTrac and I found a lot of resources and articles about the world's most largest lizard, the Komodo Dragon.

**4. What has been the most challenging or frustrating thing about doing research for you? How have you met this challenge or overcome the frustration?**

- Byan_Y - The hardest thing for me was to find the right text that would answer the questions. I overcame this challenge by looking thoughtfully at all the text represented.
- Biyin_Y - The frustration was that I don't know what to do at first, like finding the right source. Later my teacher showed the whole class a lesson {with] steps of how to find the right source, like not too long and not too short.

**5. What valuable computer and research skills do you have now that you didn't have before starting this I Search project?**

- Helen_L - After this project I know more online databases where I could find information that I need for future reports. I also learned how to effectively use notes and how to put them in my own words.

**6. In what ways have you become a better researcher?**

- Vivien K - I have become a better researcher by the things that I've learned how to do like copying [and] pasting texts, and learning more about the topic that I was working on.
- Biyin_Y - I have become a better researcher because I knew how to how to find print source and internet sources to find good notes now. I also know how to find images too.
- Helen_L - I think I am a better summarizer. I am more aware of what types of text have more useful information. I think I'll also be able to write better reports.

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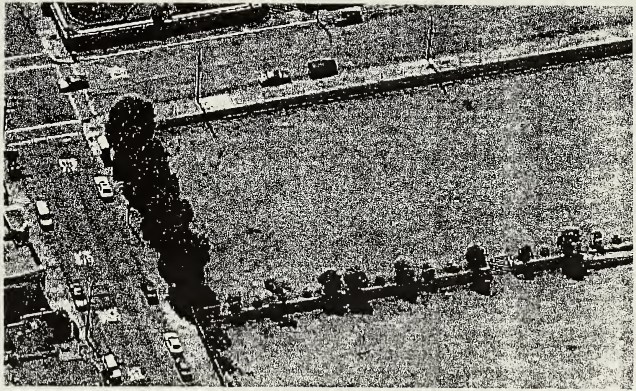
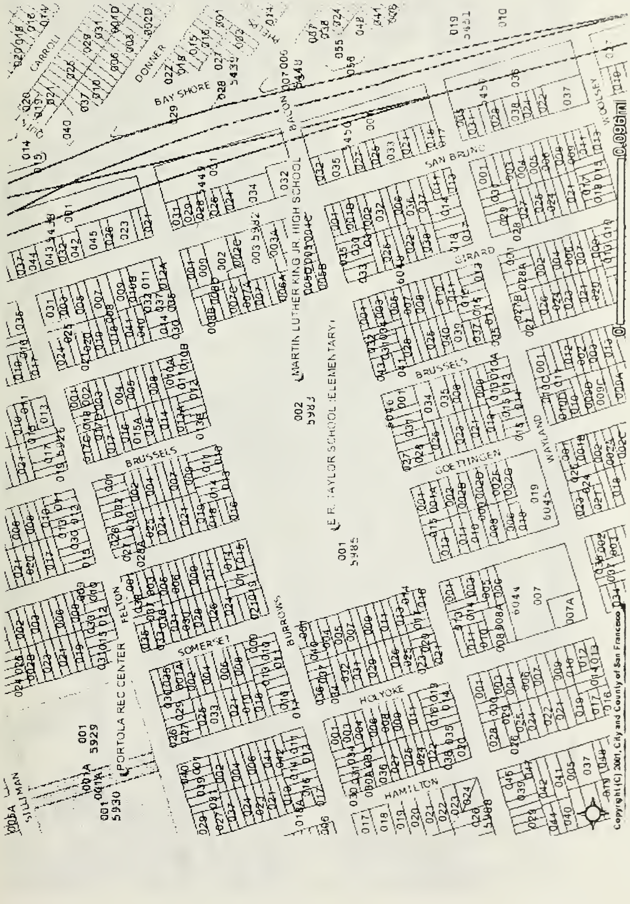


Northeast Corner of Bacon & Goettingen Streets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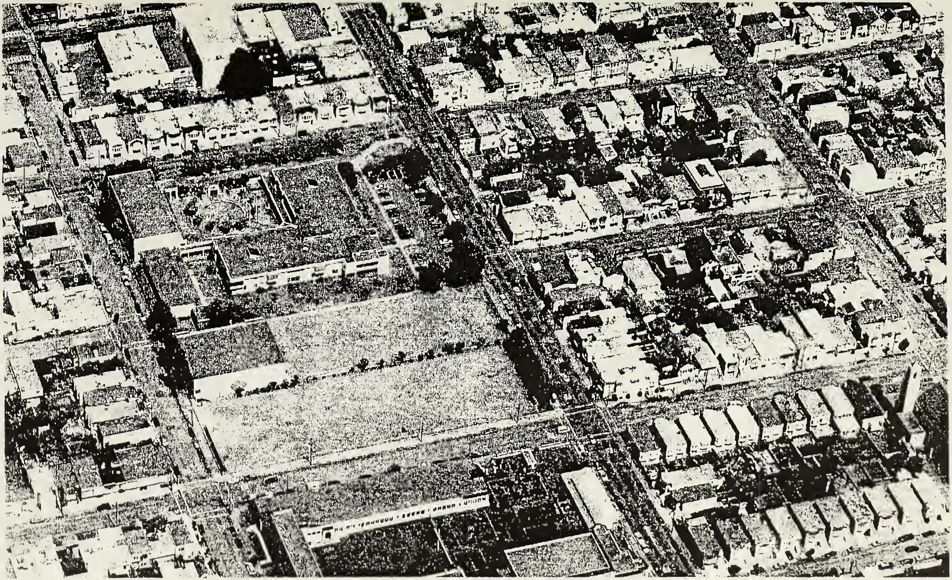

Martin Luther King, Jr. Middle School
Looking East

San Francisco Public Library
Strategic Planning

Community Planning Committee
April 23, 2003

**Present:** Luis Calderon, Alan D'Souza, Elizabeth Juarez, John Kenny, Doug King, Judith Lujan, Marcia Popper, Hon. Carol Steiman, Joan Walton, Blaine Waterman, Jensa Woo, Monique Zmuda

**SFPL Observers:** Susan Hildreth, Paul Underwood, Toni Bernardi, Marcia Schneider, Roberto Estevez, Mary Hudson

**Facilitator:** Gail McPartland

## Update on the Planning Process

Since the last Community Planning Committee meeting on Feb. 19, much work has been done on the plan. Highlights include:

- Feb 26 – First meeting of the Staff Focus Group to review and perform a SWOT (Strengths, Weaknesses, Opportunities, Threats) on the preliminary service responses chosen at the Feb. 19 meeting.
- Mar 4 – Update on planning activities provided to the Library Commission
- Mar 26 – Second meeting of the Staff Focus Group to complete work on the SWOT analysis of the preliminary service responses

Members also reviewed two strategic planning products to demonstrate how the strategic plan might be used. First, a brochure titled "San Francisco Public Library System, A Community Vision, Five-Year Plan" a brochure from a previous planning exercise that is used to promote the library's commitment to the community. Second, a strategic plan for the Richmond Branch drafted by Paul Underwood, Deputy City Librarian, which is required as part of the library's application for state monies for branch renovations and new buildings. The Richmond plan incorporates several elements from the previous *Planning for Results* model, including service needs, goals and objectives. Note the "service needs" are now referred to as "service responses".

## Review Visioning, Needs, Needs the Library Can Address, Preliminary Service Responses

Members reviewed a handout summarizing the outcomes of the Feb. 19 meeting, including a vision of San Francisco for the future, the needs if the vision is to be accomplished, needs the library can address, and the preliminary service responses chosen to assist in reaching the vision.

## Review and Discussion of the Preliminary Service Responses

Members reviewed the 5 chosen preliminary service responses, using tools extracted from the *New Planning for Results* and feedback from the Staff Focus Groups

Commons – "helps address the need of people to meet and interact with others in their community and to participate in public discourse about community ideas."

In the group discussion, members found this problematic as a service choice since meeting space is for the most part a fixed entity in the libraries. Members felt the goal of community meeting space would compete with space for collections. One member suggested 'clustering' the commons by designating specific branches to serve multiple neighborhoods in the community. This would alleviate the need for commons space in each branch. Members also voiced concerns that "commons" being achieved through technology such as videoconferencing since it seems to address a specific need and clientele at this time and is not a mainstream technology yet. Specific issues raised by members:
- Problematic – branches have fixed footprints
- Community rooms complete with space with the collections
- Chiefly used by seniors and youth after school
- Problems being all things to all people
- Space/footprints of branches might create disparities in services in different communities
- Branches – Can the commons be 'clustered' in service areas so branches with good meeting space can be designated as a commons for multiple areas?
- Quiet study areas are also needed
- Noise barriers are needed
- Collections need room
- Videoconferencing
  - would bring opportunities to the library
  - would bring library to neighborhoods
  - would it be for large groups or small groups?
  - Who would have access?
- Would draw community to library to facilitate use of other services
- Common area for groups
- Programs are different than meeting space
- Staff time is required for programs
- Can we forego other services to have spaces open after hours?
- Flexible space/flexible use

General Information – "helps meet the need for information answers to questions on a broad array of topics related to work, school, and personal life"

Members discussed the ongoing need for trained, professional library staff to assist in answering a broad array of questions for patrons. Concern was expressed over the amount of time librarians spend troubleshooting computers and training people to use technology versus assisting with actual questions. There was an acknowledgement that information is now technology-driven and that technology will continue to play a dominant role in delivering information. Specific issues raised by members:

- Is there staff buy-in? Or is staff resistant to change?
- Lots of change is happening and will continue to happen, e.g. the new online catalog
- Patron resistance to change
- Old [catalog] system falls apart – librarians spend more time troubleshooting, spend more time as technicians
- Technology is increasing and more information is available online only
- Can we have 'roving' techs to alleviate burden on library staff?
- Do we still need reference with the Internet? YES!!!
    - To provide quality control on information
    - To assist people when the Internet fails
    - To help interpret information
    - To find resource that are in books and other materials besides the Internet
- Need librarians, not technicians
- Librarians have advanced searching skills and are able to find information quicker
- Need more librarians with high-level skills, not technicians
- 24hr/email reference is very valuable, e.g. Q and A Café, an online reference service that is available throughout the state
- Kids/Youth – how to reach this group?
    - Prominently display "Ask a question" on the website
    - Electronic resources become more valuable as people become more computer savvy
    - One-on-one interactions as teaching mechanism for evaluating tools
    - Reinforces need for classes
    - Tie website to school websites
    - Can we increase the role in schools?

Government Information – "helps satisfy the need for information about elected officials and governmental agencies that enables people to participate in the democratic process."

Members acknowledged the strong collection of government information already being collected. Concerns were raised about outreach and marketing of the service so the community would be aware of the valuable resource. Specific issues raised by members:

- Library does well in this area
- A resource for government agencies and others

- Staff raised concerns over the issue of partisanship. Could the library remain a neutral entity if it engaged in civic discourse?
- Question regarding staff concerns about Librarians' Index to the Internet indexing San Francisco sites. Can they do a good job? [N B. Roberto Esteves reports on a contract with Librarians' Index to the Internet in which they will actively index SF sites. The staff concerns raised earlier appear to have been settled.]
- Would be nice to let public know what's available
- Programs where the library posts election results and tax information are highly regarded
- Can we have more publicity in branches?
- Public training – attendees aren't aware of the depth of content on the website
- Consider a docent operation where volunteers promote the service to outside organizations such as schools; don't promote only from the website
- Library a gateway to government information, resources and services; not just documents, e.g. efforts are underway in the City to enable 311 as a telephone exchange for government referral services

Information Literacy – "helps address the need for skills related to finding, evaluating, and using information effectively."

Members acknowledge the growing need for critical thinking skills in people of all ages. There is concern over the library taking an active role in this area since an effective program would require large amounts of staff resources. Members wondered if the library was the better place for solving this issue and considered other venues to address the problem, including local community colleges. Specific issues raised by members:

- Lack of critical thinking skills
- Library has a critical, evolving role.
- Branches do conduct orientations and classroom visits
- Outreach
- Main library has 2 distinct computer labs; labs are not available at the branches
- Information is in a transition period – from print to electronic
- What do you teach?
- Web versus print resources
- Concern over staff reaction
- Is staff unwillingness really fear?
- Duplication of effort? Isn't this being taught at City College?
- What is budget impact
- Can it help local librarians by alleviating need for one-on-one instruction?
- Will there be staff overload?
- Look outside existing budget
    - Will we diminish collections to provide instruction?

- Can we use volunteers and what would union reaction be?
- How will this make the library more robust?
- Investment in literacy
- Create a traveling training program to circulate among branches
- Create self-paced teaching

Lifelong Learning – "helps address the desire for self-directed personal growth and development opportunities."

Members discussing this topic found a need for in this area. They would like to see a library role in preserving general literature, classic works and authors, and poetry. Beyond preserving literature, they see an active library role in introducing people to classic works. Specific issues raised by members:

- Focus on targeted collections
- What about general literature, authors, poetry, etc.
- Classics – need to have more than one copy in the system and need to provide supporting materials
- Libraries introduce people to works

Addendum from the Staff Focus Group

As a follow-on discussion, members heard a staff suggestion that the Community Planning Committee reconsider a service response under "Current Topics and Titles" as a good fit for current reading and a great place to highlight the book collection. The staff response stressed that reading, books and all library collections and services can be a strong element of some or all the final service responses.

### Selection of the Library Service Responses

The New Planning for Results model recommends focusing the strategic plan on three – no more than four – service responses. Based on the in-depth discussion, members are asked to select three service responses the library should focus on in the final plan. Before final selection, members were asked to review the original list of 13 Library Service Responses to determine if any should be reconsidered as the final service responses are selected. Members asked that Current Topics and Titles be added to the final selection process.

To determine group consensus, members were asked to vote on their top three choices for the library service responses. Members gave three (3) points to their top choice, two (2) points to their second choice, and one (1) point to their third choice. Outcomes of the informal polling showed the following results:

| Service Response | Actual Votes | Vote Total | Ranking |
|---|---|---|---|
| Commons | 1 – 1 – 1 | 3 | 5 |
| Current Topics and Titles | 3 – 2 – 2 – 2 | 9 | 3 |
| General Information | 3 – 3 - 2 – 3 – 3 – 3 – 3 - 2 –1 | 23 | 1 |
| Government Information | 2 – 1 – 1 - 1 | 5 | 4 |
| Information Literacy | 2 | 2 | 6 |
| Lifelong Learning | 2 – 1 – 1 – 2 – 3 - 3 | 12 | 2 |

Members were asked if the informal polling agreed with the consensus of the group. Members acknowledged agreeing with the outcome.

Based on the outcome, the Community Planning Committee will recommend the library focus on three service areas: General Information, Lifelong Learning, and Current Topics and Titles in the draft strategic plan. Members were reminded that the outcome will be reviewed with the Library Commission. The Commission may alter or amend the chosen service responses.

Members were thanked for participating in the service response selection process and reminded that they will have an opportunity to review the final draft plan at the June 18 meeting.

**Next Steps**

- Library Commission will review the service responses at their May 1 meeting
- Library staff will draft goals, objectives, and measurables for the plan
- Draft plan will be presented to the Community Planning Group at an open meeting on June 18, 2003, 4-6pm, Latino/Hispanic Room A

## General Information

| | |
|---|---|
| Example of Needs Addressed | A library that offers General Information helps meet the need for information answers to questions on a broad array of topics related to work, school, and personal life. |
| What the Library Does and Provides | The library will offer print, nonprint, and electronic reference resources that cover a broad variety of topics. The library will provide staff skillful in determining users' needs and in locating relevant information that satisfies those needs. Internet access will be provided for staff and public use.<br>Alternative off-site means of accessing information resources such as dial-in service and computer kiosks in public places may be provided. The library will provide telephone information service and shold consider accepting and answering questions via fax and email. The library may locate, organize, and provide access to general information resources on a web page. |
| Some Possible Components | • Basic reference resources available through the library web page<br>• 24 hours electronic reference service (ability to email questions)<br>• Dedicated telephone reference service (not located at reference desk)<br>• Ready reference answers faxed to home or office<br>• Desktop videoconferencing (for transmitting schematic drawings, graphics)<br>• Bibliographic instruction programs |
| Target Audiences | All ages; however, it can be targeted to specific age groups such as seniors or primary school-aged children. |
| Service Aspects | Aspects that might be stressed include telephone reference service or other off-site access to basic information needs. |

Extracted from *The New Planning for Results, a Streamlined Approach*, Sandra Nelson for the Public Library Association, 2001

# Public Library S ice Responses

## Lifelong Learning

| | |
|---|---|
| Example of Needs Addressed | A library that provides Lifelong Learning service helps address the desire for self-directed personal growth and development opportunities. |
| What the Library Does and Provides | The library will provide and maintain an extensive collection of circulating materials on a wide variety of topics in which the general public has a sustained interest. Collections will be easily accessible and organized to encourage public browsing by subject area. Staff knowledgeable in subjects and topics of interest to the general public will provide expert assistance in locating materials of all types and in all formats. The library will develop pathfinders or other finding tools to assist library users in learning about specific subjects or topics for which there are frequent requests.<br>The library may build substantial retrospective collections on some topics and may provide collections in considerable depth in subject areas of local interest. The library may enhance typical subject and keyword access in the online public access catalog through the addition of supplemental user-friendly terms. The library may identify important web sites on topics of interest to the public and may organize them for public access on a web page. |
| Some Possible Components | • Electronic and printed pathfinders<br>• How-to programs on topics of general public interest<br>• Special topical displays of materials and resources<br>• Artist-in-residence programs<br>• Demonstrations and exhibits<br>• History and biography resources |
| Target Audiences | A service that applies to people of all ages. Special efforts can be make to encourage specific groups to use library resources to support their informal learning. For example, programs that teach very young children the joys of reading and efforts to provide high-interest, low-vocabulary materials for intermediate-aged children who are hesitant readers. |
| Service Aspects | Could build exceptional strength in a few specific subject areas such as travel, antiques, American history, fine arts, biographies or sports. |

Extracted from *The New Planning for Results, a Streamlined Approach*, Sandra Nelson for the Public Library Association, 2001

# Public Libra Service Responses

## Current Topics and Titles

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|---|---|
| Example of Needs Addressed | A library that provides Current Topics and Titles helps to fulfill community residents' appetite for information about popular cultural and social trends and their desire for satisfying recreational experiences. |
| What the Library Does and Provides | The library will provide a current collection with sufficient copies of titles in high demand to ensure customer requests are met quickly. Materials will be offered in the formats and in the languages people want and will be selected primarily on the basis of local demand. The library's collections will be organized in ways that make items easy to find and will be merchandised to the public through the use of displays and display shelving. Staff knowledgeable of the content of best-selling tiles and the style of popular authors and performers will offer expert guidance to the public. The library will monitor prepublication review sources and publisher advertising campaigns to anticipate public demand. The library may track personal appearances, media appearances, publicity tours of authors, and the schedules and media reviews of artists' performances for the same reason. The library may offer programs such as book talks, book signings, performances, and exhibits that promote current and forthcoming releases. |
| Some Possible Components | • Book talks<br>• Author book signings<br>• Readers' advisory services<br>• Preview stations for videos and recordings<br>• Display shelving<br>• Drive-through check-out or return |
| Target Audiences | General adult public as well as to other age groups such as young adults or children. |
| Service Aspects | Could choose to narrow the scope by offering a current popular collection of materials in a particular format such as video. |

Extracted from *The New Planning for Results, a Streamlined Approach* Sandra Nelson for the Public Library Association, 2001

# Public Library Service Responses

## Government Information

| | |
|---|---|
| Example of Needs Addressed | A library that offers Government Information service helps satisfy the need for information about elected officials and governmental agencies that enables people to participate in the democratic process. |
| What the Library Does and Provides | The library will provide access to a wide selection of information by and about governmental agencies in print and electronic form. The staff will have full Internet access, and Internet access may be provided for public use as well. The library will provide staff knowledgeable in using government documents, searching the Internet, determining users' needs, and locating relevant information that satisfies those needs.<br>The library may serve as a federal, state, or local document depository. The library may initiate efforts to make local government information available online or through a web page and may be responsible for collecting, organizing, indexing, and disseminating this information. |
| Some Possible Components | • Electronic access to local government information<br>• Federal, state and local documents and records depository<br>• Public hearings and public access television broadcasts of public meetings<br>• Government contract and procurement center<br>• Town meetings with government officials<br>• Patent and Trademark Depository Library |
| Target Audiences | Could address specific government information needs of homeowners living within a floodplain area or of retired military in the library's service area. |
| Service Aspects | Might emphasize proceedings of a local city or county government or a focus on making unpublished records information such as tax assessments accessible electronically. |

Extracted from *The New Planning for Results, a Streamlined Approach*, Sandra Nelson for the Public Library Association, 2001.

## Commons

| | |
|---|---|
| Example of Needs Addressed | A library that provides a Commons environment helps address the need of people to meet and interact with others in their community and to participate in public discourse about community issues. |
| What the Library Does and Provides | The library will provide public space for meeting and gathering that is recognized as inviting, neutral, and safe by all individuals and groups in the community.<br>The library may provide a variety of meeting and gathering spaces including large meeting rooms, small group meeting and study rooms, and open public spaces that invite conversation and discussion. The library may provide electronic means of assembling, such as videoconferencing facilities. |
| Some Possible Components | • Large, medium and small meeting room spaces<br>• Community events bulletin board or kiosk<br>• Email accounts for the public (or information about free email service)<br>• Coffee shop or restaurant in the library<br>• Videoconferencing facilities<br>• Automated room scheduling |
| Target Audiences | Could target particular group for special attention, such as young adults or older adults. |
| Service Aspects | Could concentrate on a particular aspect of the service, such as community meeting room space if it partners with another organization or agency to provide community-based programming on a regular and ongoing basis. |

Extracted from *The New Planning for Results: a Streamlined Approach*. Sandra Nelson for the Public Library Association. 2001

# Public Library Service Responses

## Information Literacy

| | |
|---|---|
| Example of Needs Addressed | A library that provides Information Literacy service helps address the need for skills related to finding, evaluating, and using information effectively. |
| What the Library Does and Provides | The library will provide training and instruction in skills related to locating, evaluating, and using information resources of all types. Teaching the public to find and evaluate information will be stressed over simply providing answers to questions. The library will provide access to information in a variety of formats and will offer public Internet training and access. Library staff will be knowledgeable about how people seek information and learn.<br>Staff may offer group classes, individual tutoring, or spontaneous one-on-one training in topics such as media literacy or finding resources on the Internet. The library may provide a computer laboratory or classroom. |
| Some Possible Components | • Classroom space<br>• Special programs on media literacy<br>• Computer laboratory<br>• Listening and viewing multimedia computer stations for critical evaluation of resources<br>• Basic library skills and bibliographic instruction<br>• Instructional technology |
| Target Audiences | Could target teaching critical thinking skills to children. Another could focus on training adults to use resources found on the Internet. |
| Service Aspects | Could emphasize teaching effective strategies when using various Internet search engines or instruction in how to perform expert or complex searches on the library's online catalog. |

Extracted from *The New Planning for Results, a Streamlined Approach*, Sandra Nelson for the Public Library Association, 2001.

*San Francisco Public Library*
100 Larkin Street, San Francisco, CA 94102

**Memorandum**

To: Library Commission
From: Susan Hildreth, City Librarian SH
Re: Reconstitution of Branch Library Improvement Program (BLIP) Advisory Committee
Date: May 31, 2003

I have prepared a draft revised charge for the reconstituted BLIP Advisory Committee that I am recommending for your consideration. I would like to address several issues mentioned in discussion on this matter on May 20th.

- Concern was expressed that the committee was too large. At 21 members, I think it is highly unlikely that we would have 100% regular attendance and would be working with a group of about 15 people at any one meeting. The Civil Grand Jury has 19 members and functions well. I believe that with clear cut agenda and effective meeting management, this size group would function well.

- Concern was expressed that neighborhood interests, specifically the Coalition for San Francisco Neighborhoods, should be represented on the body. I feel that several current and proposed members, the Council of Neighborhood Libraries, San Francisco Tomorrow and representatives appointed from each Supervisorial district, will provide effective representation of neighborhood interests. Having said that, I do think that representation of the Committee should be flexible and able to be modified by the Library Commission.

- The role of the Committee was discussed. I see the work of this Committee will be informed by active involvement and discussion of each neighborhood as projects are developed over the life of the program. Although there was some discussion about broadening the scope of the Committee, I believe that most aspects of the library service program will be addressed through reviewing all the issues surrounding facility renovation and construction.

I would urge the Commission to approve this recommendation. This is an exciting time for the branch bond program. I look forward to reconstituting the BLIP Advisory Committee and sharing the excitement and wealth of information about the program with the current and new members.

Attachments

5/31/03 DRAFT

# SAN FRANCISCO PUBLIC LIBRARY COMMISSION BRANCH LIBRARY IMPROVEMENT PROGRAM ADVISORY COMMITTEE

## CHARGE

In November 2000, the voters of San Francisco approved Proposition A, the Branch Library Improvement Program, a $105.9 million bond to support the renovation of nineteen branch libraries, the construction of four new branches to replace branches currently in leased facilities and the construction of a new branch in Mission Bay.

In October 2001, City Librarian Susan Hildreth recommended that the Branch Library Improvement Program (BLIP) Advisory Committee be convened in response to the Library Commission's concern that there be broad-based oversight in place for the Branch Library Improvement Program. The Committee was convened and included members from stakeholder groups and City staff.

In June 2003, the Committee was reconstituted and expanded as a committee of the Library Commission, with representatives from each Supervisorial district, appointed by the district Supervisors, a representative appointed by the Mayor, and representatives of various stake-holder organizations with an interest in the bond program. All City staff and appointed officials from the previous committee serve in an advisory, resource capacity. The duration of the appointment of a representative is flexible, but generally lasts at least two years. The Committee meets at least bi-monthly and is staffed by the Commission Secretary. A chair is selected annually from the Committee membership. The Committee reports to the Board of Supervisors and the Library Commission.

The Committee serves as a review panel and sounding board for the Branch Library Improvement Program to the Library Commission and the Mayor and the Board of Supervisors. Issues considered include:

- schedule of the bond program and specific projects
- financial reports on bond expenditures
- service and program issues relating to allocation of spaces and facility design
- collection make-up, size and maintenance in new and renovated facilities
- design issues relating to historic preservation and accessibility
- potential partnering opportunities for projects
- planning for services while buildings are closed for construction

The work of the Committee will be integrated with extensive community involvement as projects are developed in each neighborhood over the life of the program.

*San Francisco Public Library*
100 Larkin Street, San Francisco, CA 94102

**Memorandum**

To: Library Commission
From: Susan Hildreth, City Librarian
Re: Reconstitution of Branch Library Improvement Program (BLIP) Advisory Committee
Date: May 17, 2003

**Background**

Recently, some members of the public have suggested that legislation be introduced to create a citizen's advisory committee (CAC) for the San Francisco Public Library. This concept is based on legislation that was introduced last year by then Assemblyman Leland Yee. Supervisor Jake McGoldrick has met with these members of the public and with library staff, both individually and jointly. Supervisor McGoldrick has ably facilitated discussions that have resulted in my recommendation regarding the modification and expansion of the Branch Library Improvement Program (BLIP) Advisory Committee, an existing oversight body that currently is convened by the City Librarian. A CAC would provide oversight for all functions, programs and services of the Library, the same scope that the Library Commission now performs. The reconstituted BLIP Advisory Committee will focus on the Branch Library Improvement Program and review a wide variety of service issues that are emerging as part of the branch renovations.

The Library's policy-making body is the **Library Commission**, with all members appointed by the Mayor. The Library has also established additional oversight bodies to obtain public input and provide forums for public discussion.

- In the 1980's, during very difficult financial times, the Library convened the **Council of Neighborhood Libraries**, which includes at least one representative from each of the 26 branches, and continues to meet on a monthly basis to discuss branch service issues.
- After the passage of the Branch Library Improvement Program in November 2000, the Library Commission was concerned about insuring broad citizen oversight for the branch bond program. In response to those concerns, the Library established the **BLIP Advisory Committee** that was designed to address program-wide issues with the bond program, such as accessibility, design excellence, alternative services during closure, nature of materials collections and services in new and renovated branches.
- The Bond Program is also reviewed regularly by the **Citizen's General Obligation Bond Oversight Committee,** recently launched as an outcome of voter approval of Proposition F "Citizen Oversight of Bond Expenditures" in the election of March 5, 2002.

- The Library sponsors several public meetings in each neighborhood as a branch library is being renovated or constructed.

**BLIP Advisory Committee**

Currently the BLIP Advisory Committee has a mix of members including both members of the public and City and Library staff members. In forming the BLIP Advisory Committee, stake-holder organizations that had interests in the Branch Improvement Program were identified and solicited to make appointments to the Committee. The City Librarian convened the committee and confirmed all the appointments, after receiving direction to organize the Committee from the Library Commission in October 2001. Please see that attached current membership list and committee charge. The Committee has been meeting regularly since April 2002 and has discussed and reviewed many facets of the Branch Library Improvement Program. Library staff has been convening meetings, preparing agendas and documents. All agendas and minutes are shared with the Library Commission and available for the public.

**Recommended Modifications/Expansion for the BLIP Advisory Committee**

The Committee was intended to perform a significant advisory role to the Library Commission regarding program-wide issues of the bond program. In order to insure the fulfillment of this role, I am recommending the following changes for the Committee.

- To insure that each Supervisorial district has representation on this body and that supervisors have clear input in the bond program, expand the Committee so that each supervisor appoints a Committee member who is a library user from his/her district. Currently, the supervisors have one appointment made by the President of the Board. Also, the Mayor would be able to appoint one Committee member. These appointments would be made by each supervisor and the Mayor individually, and not through the City's Rules Committee process.
- Structure the Committee so that it reports regularly to both the Library Commission and the Board of Supervisors.
- In order to provide the highest level of public access for the Committee, charter the the Committee as a committee of the Library Commission, which requires full Sunshine compliance for the body. Currently, it is a passive meeting body. The Commission Secretary would assist in staffing committee.
- Hold committee meetings,, at a minimum, on a bi-monthly basis, with the chair elected from the members.
- Because the BLIP Advisory Committee would become a committee of the Commission, the Commission representative (Commissioner Helen Bautista) would no longer be a member, but could continue to serve in a liaison capacity.
- Add San Francisco Tomorrow as an organization that would appoint a representative to the Committee to represent neighborhood interests, in addition to the Council of Neighborhood Libraries' representative.
- Request that the San Francisco Unified School District appoint a member of the public with an identified interest in school library services. Currently, the representative is an SFUSD staff member.
- Identify an architectural organization that represents interest in a wide variety of architectural styles and request that a member be appointed. Request that the

Landmarks Preservation Advisory Board (LPAB) member serve as a resource to the Committee, as all historically significant projects must be reviewed by the LPAB through the City design review process

- Current City and Library staff members of the Committee become ex officio members who serve as resources for the Committee. These members would attend meetings as needed.

The proposed revised Committee roster is outlined below:
**BLIP Advisory Committee (21 members)**
Board of Supervisor appointments (11)
(Note that Donna Mandel was appointed by former Board President Tom Ammiano)
Mayor's at-large appointment (1)
Commission on Aging and Adult Services (1 seat, vacant)
Council of Neighborhood Libraries (Chet Roaman, alternate Melinda Adams)
Friends & Foundation of the San Francisco Public Library (Glen Ramiskey)
San Francisco Beautiful (Robin Chiang)
San Francisco Planning and Urban Renewal (Peter Winkelstein)
San Francisco Public Library Accessibility Panel (Harry Mar)
San Francisco Tomorrow (1 seat, to be appointed)
San Francisco Unified School District (1 seat for a member of the public, currently Ann Dalton, SFUSD staff)
Youth Commission (Joanna Gin)
**Staff/Resources for BLIP Advisory Committee (13 members)**
Susan Hildreth, City Librarian
Mike Housh, Commission Secretary
Helen Bautista, Commission Liaison
Donna Corbeil, Chief of Branches, SFPL
Mindy Linetzky, Bond Program Administrator, DPW
Marilyn Thompson, Bond Program Manage, DPW
Paul Underwood, Deputy City Librarian, SFPL
Deputy Director, Department of Public Works
Ken Bukowski, Department of Children, Youth and Their Families
Denise Castaneda, Department of Neighborhood Services
Gary Hoy, Department of Parks and Recreation
Tim Kelly, Landmarks Preservation Advisory Board
Dawn Kamalanathan, Mayor's Budget Office

**Recommendation**
I am presenting this report as an action item for your consideration. Knowing that this is a detailed matter and that you may wish further review, it could be tabled for a future meeting, but I would urge you to act in a reasonably timely fashion on this issue, as it is an important one and represents much interest from both citizens and Board of Supervisor members. Attached is a letter of support for this proposal from SPUR and the Friends & Foundation also support these proposed changes.
Cc: Supervisor Jake McGoldrick
Attachments

# Branch Library Improvement Program (BLIP)
# Advisory Committee

| First | Last | Affiliation |
|---|---|---|
| Melinda | Adams | Council of Neighborhood Libraries alternate |
| Helen Marte | Bautista | Library Commission |
| Ken | Bukowski | Dept of Children, Youth, and their Families |
| Denise | Castaneda | Dept of Neighborhood Services |
| Robin | Chiang | San Francisco Beautiful |
| Ann | Dalton | San Francisco Unified School District |
| Joanna | Gin | San Francisco Youth Commission |
| Gary | Hoy | Dept of Recreation and Parks |
| Dawn | Kamalanathan | Mayor's Budget Office |
| Tim | Kelley | Landmarks Preservation Advisory Board |
| Harlan | Kelly Jr. | Dept of Public Works |
| Donna | Mandel | Board of Supervisors |
| Harry | Mar | SFPL Accessibility Panel/Dept of Public Health |
| Glen | Ramiskey | Friends & Foundation of the SFPL |
| Chet | Roaman | Council of Neighborhood Libraries |
| Peter | Winklestein | SPUR |

## Library Staff

| | | |
|---|---|---|
| Donna | Corbeil | Chief of Branches |
| Susan | Hildreth | City Librarian |
| Mindy | Linetzky | Bond Program Administrator |
| Marilyn | Thompson | Bond Program Manager |
| Paul | Underwood | Deputy City Librarian |

05/19/03

# BRANCH LIBRARY IMPROVEMENT PROGRAM ADVISORY COMMITTEE

## CHARGE

In November 2000, the voters of San Francisco approved Proposition A, the Branch Library Improvement Program, a $105.9 million bond for branch libraries. This program represents a plan to renovate most library branches and to replace leased facilities with City-owned libraries.

In October 2001, City Librarian Susan Hildreth recommended that the Branch Library Improvement Program Advisory Committee be convened in response to the Library's Commission concern that there be broad-based oversight in place for the Branch Library Improvement Program. The Committee includes representatives from the following stake-holder groups: the Library Commission, the Mayor's Budget Office, the Board of Supervisors, the Departments of Public Works, Neighborhood Services and Recreation and Parks, the Commission on Aging, the Youth Commission, the San Francisco Public Library Teen Advisory Council, the San Francisco Unified School District, the Landmarks Preservation Advisory Board, the San Francisco Public Library Accessibility Panel, the Council of Neighborhood Libraries and the Friends & Foundation of the San Francisco Public Library. Each of these groups was asked to appoint a representative to this Committee. The duration of the appointment of a representative is flexible, but would ideally last at least two years. The Committee will meet quarterly.

The Committee serves as a sounding board and oversight panel for the Branch Library Improvement Program. Minutes of all Committee meetings will be submitted to the Library Commission. Types of issues and information to be reviewed by the Committee include the schedule of the bond program and specific projects, financial reports on bond expenditures, potential partnering opportunities for projects, design issues relating to historic preservation and accessibility, service and program issues relating to allocation of spaces and facility design, continued development of a community and public input process for individual projects and the bond program as a whole, planning for services while buildings are closed for construction and other issues that are identified as the bond program progresses.

NEIGHBORHOODS

[illegible]

Treasurer
[illegible] 681-0345

*Recording Secretary*
Steve Gruel 731-9631

*Corresponding Secretary*
John Barry 564-0275

*Members-At-Large*
Mary Helen Briscoe
Daniela Kirshenbaum
Tony Sacco

*Bayview-Hunters Point*
*Coordinating Council*
*Beideman Area Neighborhood Group*
*ena Vista Neighborhood Association*
*Cayuga Improvement Association*
*Cole Valley Improvement Association*
*Cow Hollow Association*
*Dolores Heights Improvement Club*
*mond Heights Neighborhood Assn*
*st Mission Improvement Association*
*[illegible]*
*Friends of Islais Creek*
*Friends of Noe Valley*
*Glen Park Association*
*en Gate Heights Neighborhood Assn*
*reat West Portal Neighborhood Assn*
*[illegible] Sunset Action Committee*
*Laurel Heights Improvement Assn*
*Marina Civic Improvement*
*& Property Owners Assoc*
*Miraloma Park Improvement Club*
*Mission Creek Harbor Association*
*Mission Terrace Improvement Assn*
*North Beach Neighbors*
*[illegible] Neighborhood Assn*
*Oceanview, Merced Heights,*
*Ingleside - Neighbors in Action*
*Outer Mission Residents Association*
*acific Heights Residents Association*
*Panhandle Residents Organization/*
*Stanyan Fulton*
*otrero Boosters Neighborhood Assn*
*Richmond Community Association*
*ussian Hill Improvement Association*
*Russian Hill Neighbors*
*Sunset Heights Association*
*of Responsible People*
*Sunset Parkside Education & Action*
*Committee*
*Telegraph Hill Dwellers*
*T[illegible]ks Council & Open Space*
*Conservancy*
*in Peaks Improvement Association*
*per Noe Valley Neighborhood Assn*
*Presidio Neighborhood Association*

May 28, 2003

**Re: CSFN Seat on Branch Library Improvement Advisory Committee**

Dear Supervisor McGoldrick & Ms Hildreth,

In light of the intense interest in the renovation of our branch libraries in every community, the Coalition for San Francisco Neighborhoods believes the people's interests would be better served if CSFN's 38 member organizations had a voice in the process. This can best be accomplished by giving the CSFN a seat on the expanded Branch Library Improvement Program Advisory Committee.

As the column on the left indicates, there are 38 organizations in the CSFN, ranging from the Bayview to West Portal, from Oceanview to Mission Creek Harbor. There are four groups representing neighborhoods with large Asian populations, one of the major consumers of library services. Reserving a seat for the CSFN would send a clear message that the library is committed to ethnic diversity and welcomes a wide range of citizen views. Our representative would speak for a large number of people throughout the city who might not be heard otherwise.

Sincerely,

Barbara Meskunas

Barbara Meskunas, CSFN President

cc: Board of Supervisors
Library Commission
Supervisor Jake McGoldrick
Susan Hildreth, City Librarian